

## **2014 PRELIMINARY BUDGET**

### **Vision Statement:**

Pullman's vision is to continue to be a welcoming, active, visionary community that values its college town atmosphere, high technology research and industries and that foster quality of life for all age groups, a business friendly environment, and fiscal integrity in its government.

### **Mission Statement:**

The mission of the City of Pullman is to provide for the essential infrastructure, ensure public safety, and support managed growth and improved quality of life within the constraints of fiscally responsible government.

### **Motto:**

HIGH Tech  
HIGHER Education  
HIGHEST Quality of Life

### **PRESENTED:**

October 29, 2013

# 2014 Preliminary Budget

## City of Pullman

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## **DIRECTORY OF OFFICIALS**

Mayor Glenn A. Johnson

### **CITY COUNCIL**

Francis Benjamin  
Jeff Hawbaker  
Fritz Hughes  
Bill Paul

Derrick Skaug  
Nathan Weller  
Pat Wright

### **ADMINISTRATION**

Mark Workman  
City Supervisor

Joanna Bailey  
Library Services Director

Mark Bailey  
Information Systems Manager

Kurt Dahmen  
Recreation Superintendent

Alan Davis  
Parks Superintendent

Pete Dickinson  
Planning Director

Kevin Gardes  
Director of Public Works

Mike Heston  
Fire Chief

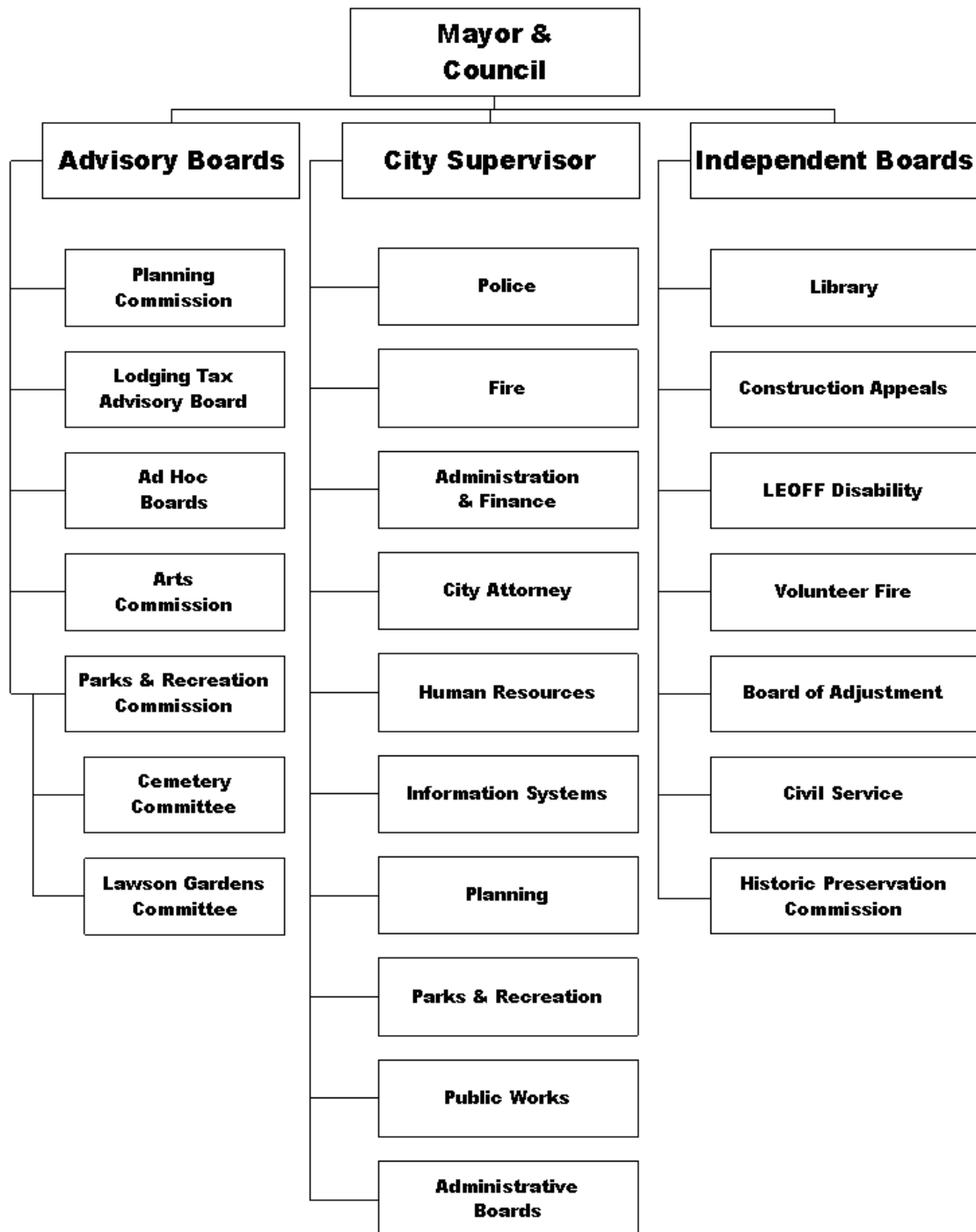
Gary Jenkins  
Chief of Police

Laura McAloon  
City Attorney

William F. Mulholland  
Finance Director

Karen Sires  
Human Resources Manager

# City of Pullman



## MEMORANDUM

TO: City Councilmembers and the Citizens of Pullman

FROM: Glenn A. Johnson, Mayor

RE: Mayor's 2014 Budget Message

DATE: October 29, 2013

What a difference a year makes! Thanks to the voters of Pullman, a recovering economy, housing starts and new construction, there were smiles around city hall as we started working on the 2014 city budget.

This time last year, the state of the city of Pullman General Fund was rather grim. Cash reserves had dwindled to dangerously low levels from balancing previous budgets with cash. That left us little option but to prepare a truly balanced budget for 2013 with proposed expenditures completely covered by anticipated revenue. But in order to accomplish this, we instructed Police, Fire and Library to cut their 2013 budgets below 2012 levels in order to close a \$580,000 deficit. We managed to accomplish this without layoffs, but it did include leaving certain vacant positions open. This led to increased overtime in Police and Fire just to cover minimum staffing. Service levels were reduced, especially at the Library. Department heads were advised that their 2013 budgets were firm and that they had to live within those budgets. This became particularly challenging for Police and Fire in light of both departments settling labor agreements that not only included salary increases in 2013, but also retroactive salary increases for 2012, but they have managed to do it.

In addition to the Great Recession, Pullman's financial situation was also suffering from the effects of Initiative 747, which limits annual increases in total property tax received to only 1 percent, far from a sustainable funding formula. It was apparent that further service cuts would be required for the 2014 budget unless supplemental revenue could be attained. An analysis of all potential revenue enhancements was made, with the two most likely candidates being a voter-approved property tax levy lift and a utility tax increase, which also requires voter approval if energy and telephone are to be included. On recommendation from staff, Council passed resolutions putting levy lift issues before the voters on the August 6 primary ballot to raise the regular property tax rate back to the lid limit of \$3.60 per \$1,000 of assessed valuation and the Emergency Medical Service and Metropolitan Park District property tax rates back to \$0.50 per \$1,000 of assessed valuation. Thanks to the citizens of Pullman, all three levy issues were overwhelmingly approved (more than 60 percent) providing much needed relief to the General Fund.

With the prospect of some financial relief due to additional property tax revenue, on August 27 Council authorized the backfilling of some positions in Police, Fire, Library, and Parks for the 2014 budget in order to restore service levels and reduce overtime, which fulfilled a

promise we made to voters if the levies were approved. Staff further committed to bringing to Council a conservative budget that restores cash reserves, starts to accrue funds to address deferred capital and maintenance needs, and begins to anticipate potential negative events in the future, such as the decline of sales-tax-generating construction activity. Restoring our reserves will also help the city's bond rating that was lowered last year when the reserves dropped dangerously low. At a pre-budget workshop on October 1, Council further agreed to address other long-overlooked issues with the 2014 budget, including fully funding the amortization program for the replacement of all City vehicles, with the exception of Transit vehicles, (at no net cost increase for 2014) and updating the City's Comprehensive Plan (a cost offset by the closure of Reaney Pool in 2014 to accommodate the construction of a new splash pad). The 2014 budget is one that restores service levels, addresses critical deficiencies, provides for the beginning of recovery within departments to be realized over a period of two or three years as opposed to all at once, restores cash reserves, anticipates the future, and yet does not really grow government. The 2014 budget funds the City's General Fund at a good, reasonable level that the citizens of Pullman have come to expect. The intent for the future is to maintain this level with no significant increases in service levels and to avoid the need to make drastic cuts in the future.

In addition to the wonderful support we received from voters, 2013 has been a record year for construction activity. Through September, the total valuation permitted is \$66 million. The previous record for an entire year was \$64 million in 2005. Some of the notable construction projects include SEL Solution Delivery Center II, the Hilltop Inn expansion, Pimlico Apartments, The Grove Apartments, Marriott Residence Inn, Golden Hills Apartments, River Trail Apartments, the WSU Visitor Center, a six-room addition to Franklin Elementary, and 57 new, single-family homes. Other significant projects that may yet be permitted this year include phase II of Pimlico Apartments, the Hampton Inn, and the Pullman Armory Renovations. Although the City did not permit the project, we did receive significant sales tax revenue from the construction of the Football Operations Center. We remind everyone that sales tax from projects like this is one-time funding, but provides a great boost to the City when such projects do occur. While we hope that 2014 will build on this past year, we also realize it may not live up to the 2013 standard. But we believe it should still be a good construction year with projects such as the new high school on the horizon and ongoing projects as well as rumors of other projects that may materialize.

We have come a long way in one year. The financial outlook for 2014 is ever so much better than we had a year ago for 2013. Service levels and expenses in the General Fund are being established at a right-sized level, revenue enhancements have been secured, and the trend of depleting cash reserves has been reversed. Other City funds, such as Utility, Street, Transit, and Stormwater are also fairly stable at this time, although the Street Fund continues to be on the edge and will likely need attention at a point in the not-too-distant future.

The proposed 2014 operating budget for the General Fund is \$16,718,378, representing a 2.5 percent increase from 2013. The total proposed 2014 General Fund budget, including capital expenditures, is \$17,034,052. The projected General Fund year-end cash balance is projected to be a little over \$4.1 million. The proposed 2014 budget for all funds is \$54,304,334, an 11.5 percent decrease from 2013. The notable reasons for the total budget decrease are reduced expenses for Utility Capital projects in 2014 with the completion of the Secondary Process Improvements project at the Waste Water Treatment Plant and reduced Transit expenses in 2014 with the purchase of only one new bus compared to three new buses purchased in 2013.

Thanks to an improving Pullman economy that two local economists said is leading the entire region, and the wonderful support from our citizens of Pullman, 2014 shapes up to be a good year after several years of struggle. A good balance is being established providing services to the citizens and prudently safeguarding the City's funds into the future. Again, there is no thought to growing government but, as our population and businesses increase; we will continually monitor our ability to deliver quality services to this outstanding community that we call home.

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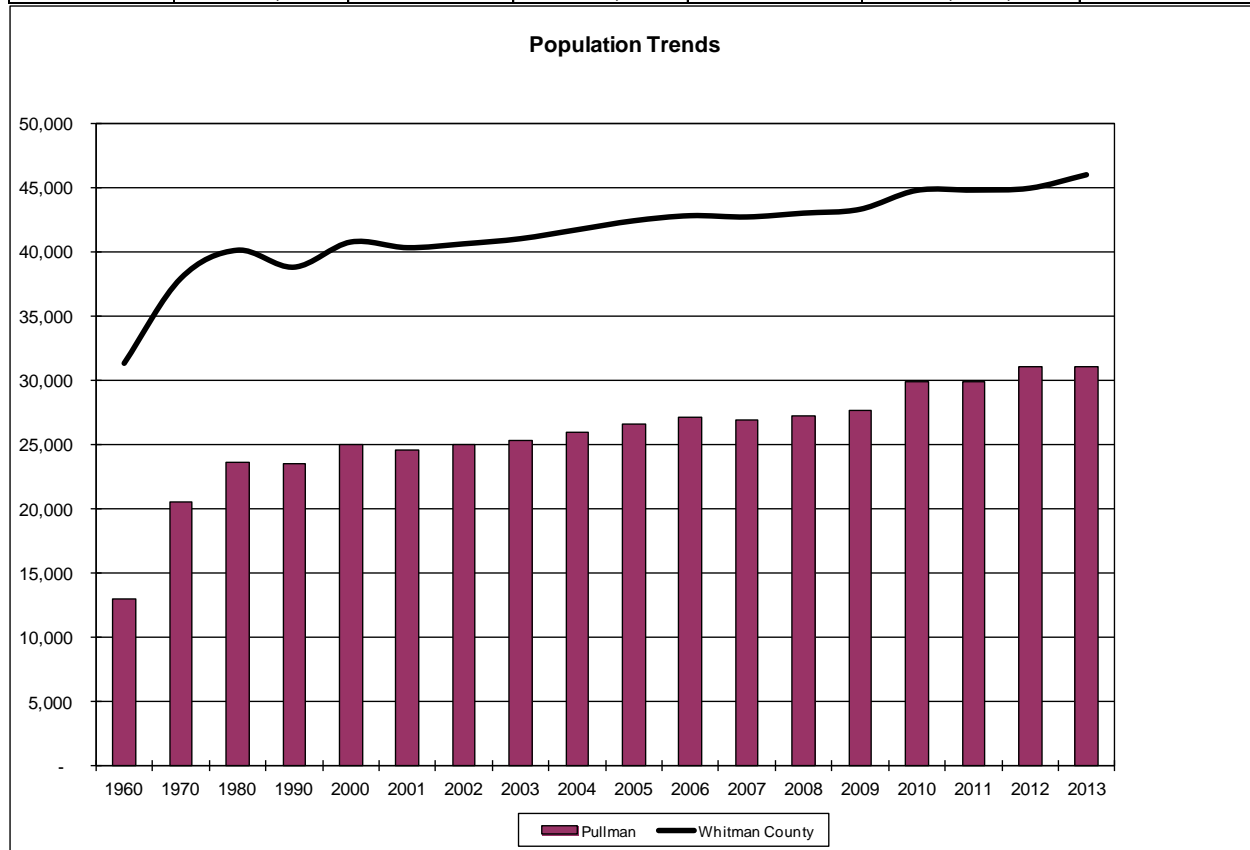


**City of Pullman**

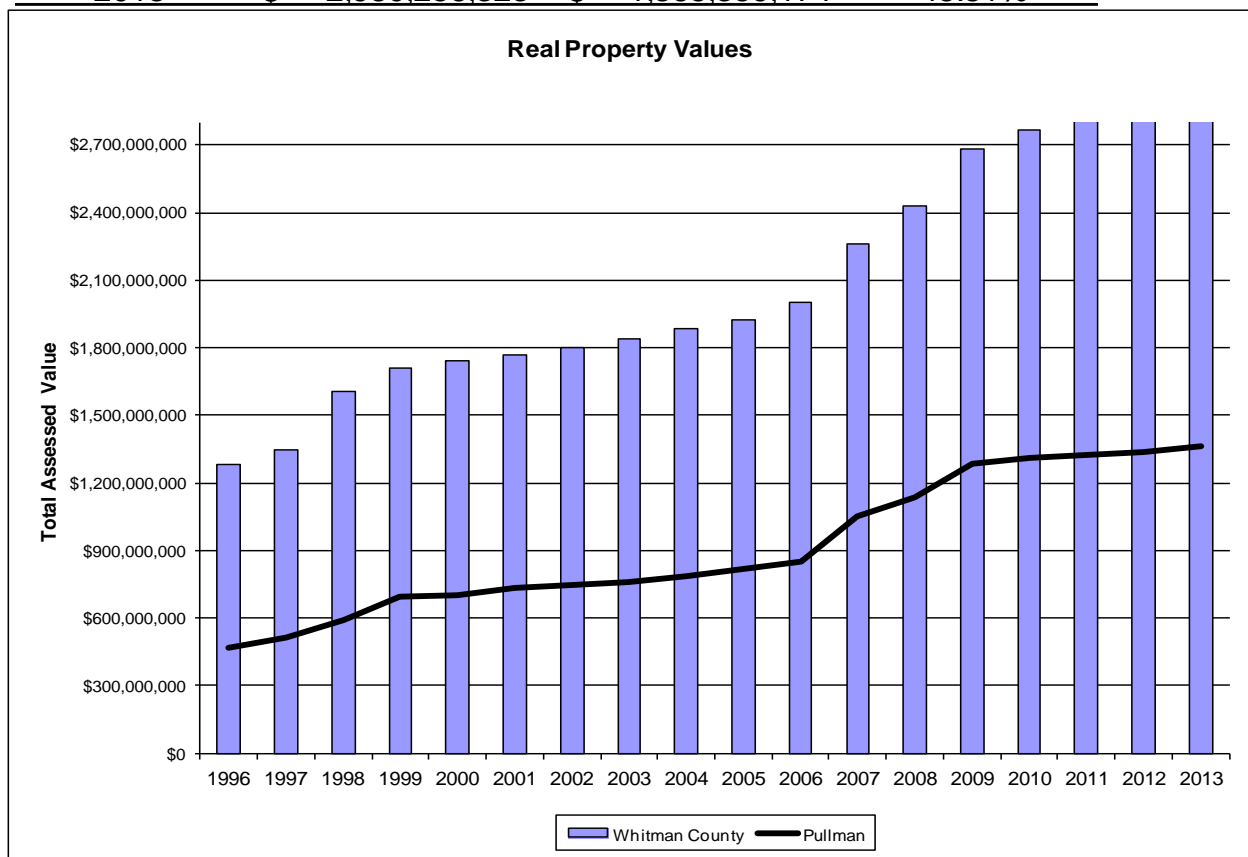
**Statistical Data**

**City of Pullman**  
**Population Trend Compared with Whitman County (All) and State**  
**Last Five Primary Census Reports, 2001 - 2013 OFM Estimate**

Year	City of Pullman	Percent Change	Whitman County	Percent Change	State of Washington	Percent Change
2013	31,000	0.0%	46,000	0.1%	6,882,400	0.9%
2012	31,000	4.0%	45,950	2.6%	6,817,770	0.7%
2011	29,820	0.1%	44,800	0.1%	6,767,900	0.6%
2010	29,799	8.0%	44,776	3.4%	6,724,540	0.8%
2009	27,600	1.7%	43,300	0.7%	6,668,200	1.2%
2008	27,150	1.1%	43,000	0.7%	6,587,600	1.5%
2007	26,860	-0.6%	42,700	-0.2%	6,488,000	1.8%
2006	27,030	1.7%	42,800	0.9%	6,375,600	1.9%
2005	26,590	2.6%	42,400	1.7%	6,256,400	1.4%
2004	25,905	2.4%	41,700	1.7%	6,167,800	1.1%
2003	25,300	1.6%	41,000	1.0%	6,098,300	0.9%
2002	24,910	1.5%	40,600	0.7%	6,041,700	1.1%
2001	24,540	-1.6%	40,300	-1.1%	5,974,900	1.4%
2000	24,948	6.3%	40,740	5.1%	5,894,121	21.1%
1990	23,478	-4.0%	38,775	-3.3%	4,866,700	17.8%
1980	23,579	15.0%	40,103	5.8%	4,132,000	21.1%
1970	20,509	58.3%	37,900	21.2%	3,413,000	19.6%
1960	12,957	N/A	31,263	N/A	2,853,200	N/A



<b>Whitman County</b>				
<b>Year</b>	<b>Taxable Assessed Valuation</b>		<b>Pullman Assessed Valuation</b>	<b>Pullman Percent of County</b>
1996	\$ 1,283,941,808	\$	470,070,082	36.61%
1997	\$ 1,347,914,969	\$	509,971,793	37.83%
1998	\$ 1,605,360,220	\$	594,192,789	37.01%
1999	\$ 1,708,690,237	\$	692,568,491	40.53%
2000	\$ 1,744,593,764	\$	704,366,955	40.37%
2001	\$ 1,771,093,551	\$	731,866,141	41.32%
2002	\$ 1,802,334,972	\$	747,028,780	41.45%
2003	\$ 1,839,301,040	\$	759,219,040	41.28%
2004	\$ 1,883,007,645	\$	787,985,172	41.85%
2005	\$ 1,921,463,388	\$	815,734,885	42.45%
2006	\$ 2,002,922,470	\$	852,539,862	42.56%
2007	\$ 2,258,939,073	\$	1,052,917,091	46.61%
2008	\$ 2,426,416,344	\$	1,133,131,234	46.70%
2009	\$ 2,683,830,771	\$	1,282,687,595	47.79%
2010	\$ 2,768,111,240	\$	1,314,040,526	47.47%
2011	\$ 2,846,465,044	\$	1,325,528,045	46.57%
2012	\$ 2,880,273,459	\$	1,334,549,225	46.33%
2013	\$ 2,980,256,323	\$	1,365,359,174	45.81%

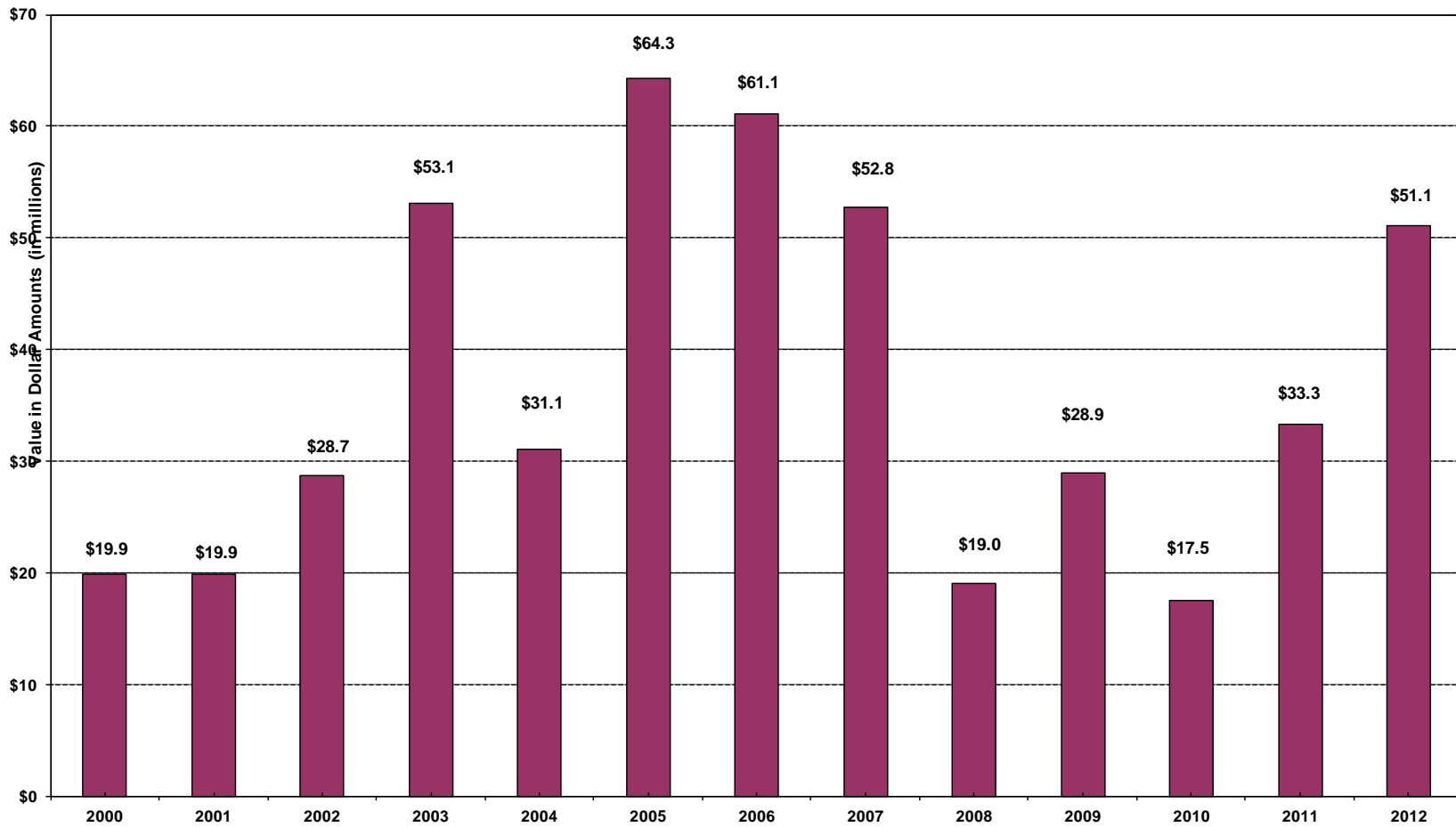


# City of Pullman Building and Housing Data

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Number of Living Units</b>													
Single Family	3,220	3,270	3,323	3,386	3514	3587	3687	3781	3880	3926	3963	3987	4036
Duplex	793	797	811	821	833	839	869	887	889	893	901	903	905
Multiple Dwellings	4,855	5,053	5,076	5,243	5,395	5665	5993	6151	6211	6360	6360	6416	6627
Mobile Homes	518	522	527	531	543	541	530	581	577	528	522	522	524
<b>Annual Housing Unit Increase</b>													
Single Family		50	53	63	128	73	100	94	99	46	37	24	49
Duplex		4	14	10	12	6	30	18	2	4	8	2	2
Multiple Dwellings		198	23	167	152	270	328	158	60	149	0	56	211
Mobile Homes		4	5	4	12	(2)	(11)	51	(4)	(49)	(6)	0	2
Note:													
1) Data for permits issued compiled in January.													

### Trends in Building Permit Value

Total Value of All Permits Granted



**NUMBER OF SINGLE FAMILY PERMITS FROM 1974-2012**

<u>YEAR</u>	<u>NO. OF PERMITS</u>	<u>VALUATION</u>
2012	49	\$10,116,173
2011	24	5,679,173
2010	37	7,795,839
2009	46	9,264,708
2008	47	10,386,502
2007	96	16,988,724
2006	79	15,167,756
2005	103	19,666,288
2004	87	13,065,329
2003	81	11,739,729
2002	63	8,085,484
2001	53	6,202,506
2000	50	5,394,589
1999	58	6,754,741
1998	75	8,122,733
1997	38	4,191,113
1996	50	5,342,359
1995	89	7,928,058
1994	41	4,328,036
1993	26	3,011,568
1992	31	3,697,683
1991	33	3,826,943
1990	16	1,853,280
1989	11	1,120,060
1988	17	1,568,923
1987	11	1,106,390
1986	14	1,431,020
1985	21	1,849,408
1984	12	782,216
1983	18	932,136
1982	0	-
1981	15	771,011
1980	11	583,836
1979	31	1,720,359
1978	71	4,175,116
1977	57	2,560,533
1976	60	2,822,841
1975	43	1,896,335
1974	16	746,471

NUMBER OF SINGLE FAMILY AND MULTI-FAMILY UNITS RECEIVING BUILDING PERMITS FROM 1983-2012			
YEAR	NUMBER OF SINGLE FAMILY PERMITS	NUMBER OF MULTI-FAMILY UNIT PERMITS COVERED UNDER DUPLEX AND APARTMENT BUILDING PERMITS	TOTAL
2012	49	213	262
2011	24	58	82
2010	37	28	65
2009	46	12	58
2008	57	24	81
2007	96	261	357
2006	79	241	320
2005	103	300	403
2004	87	174	261
2003	81	189	270
2002	63	177	240
2001	53	37	90
2000	50	202	252
1999	58	12	70
1998	75	6	81
1997	38	139	177
1996	50	127	177
1995	89	313	402
1994	41	74	115
1993	26	229	255
1992	31	8	39
1991	33	62	95
1990	16	142	158
1989	11	6	17
1988	17	0	17
1987	11	14	25
1986	14	10	24
1985	21	364	385
1984	12	54	66
1983	18	101	119

# City of Pullman

## Public Works Statistics

City of Pullman Public Works Statistics													
Service Area	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
City Area (Sq Miles)	8.93	8.93	8.88	9.19	9.44	9.44	9.60	9.67	9.67	9.68	10.48	10.51	10.51
Population	24,553	25,300	25,905	25,905	26,590	27,030	26,860	27,150	27,600	27,920	29,820	31,000	31,000
Street Miles(1)	58.9	59.0	59.0	59.0	61.2	61.2	62.9	63.3	63.3	63.4	63.4	64.1	64.5
State Highways (Miles)	9.9	9.9	9.9	9.9	9.9	9.9	9	8.99	8.99	8.99	9.00	9.31	9.31
Traffic Signals (No.)	17	17	17	17	17	17	17	17	17	19	19	19	19
Street Lights (No.)	1,273	1,273	1,273	1,273	1,273	1,273	1,292	1,314	1,314	1,321	1,351	1,337	1,337
Number of Water Wells	4	4	5	5	5	5	5	5	5	6	6	6	6
Well Capacity (Gal/Minute)	4,099	5,166	6,960	5,899	6,960	6,960	6,960	6,960	6,960	7,500	7,500	7,323	7,650
Storage reservoirs	9	9	9	9	9	9	9	9	9	11	11	11	11
Storage Capacity (Mill Gal)	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	7.7	7.7	7.7	7.7
Water Mains (Miles)	86.6	87.0	87.0	89.5	92.6	92.6	96.9	97.6	97.6	100.0	101.3	101.4	102.19
Est. Population served	18,960	19,718	19,870	20,508	20,970	20,970	21,352	21,293	21,293	21,439	22,439	22,749	25,275
Active Services	4,243	4,309	4,374	4,459	4,565	4,557	4,557	4,943	4,943	4,978	5,002	5,002	5,072
Fire Class	5	4	4	4	4	4	4	4	4	4	4	4	4
Year's Pumpage (Mill Gals)	851	860	897	842	871	923	910	895	895	894	835	878	896
Peak Day (Mill Gals)	4.90	5.10	5.70	4.80	5.30	5.50	5.30	5.10	5.10	4.77	5.21	5.80	5.44
Water Hardness (mg/liter)	124	124	124	124	124	124	115	117	117	108	108	109	109
Sanitary Sewer Mains(Miles)	80.10	80.40	80.40	84.70	87.50	87.50	89.90	90.30	90.30	90.60	91.16	91.16	914.82
Flow Treated (Mill Gals)	1,062	1,086	1,106	1,108	996	1,071	1,004	985	985	998	860	920	1,087
Peak Day Flow Treated (Mill Gals)	6.34	6.72	6.72	8.60	4.41	5.73	5.69	5.93	5.93	7.40	4.20	5.77	7.80
Treatment Plant Capacity (Mill Gals)	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6
(1) Excluding Washington State University													



### CITY OF PULLMAN STATISTICS

2013 General Fund Operating Budget	\$15,998,416
2013 TOTAL General Fund Budget	\$16,533,582
2013 TOTAL City Budget for all funds	\$52,395,252
Assessed Value	\$1,365,359,174
City of Pullman General Levy Rate	\$2.9510/\$1,000
Emergency Medical Services (EMS) Rate	\$0.4100/\$1,000
Go Bond Levy Rate	\$0.2082/\$1,000
Metropolitan Park District	\$0.4100/\$1,000
TOTAL City Property Tax Rate	\$3.9793/\$1,000
Full-Time Employees	187
Regular Part-Time (20 HRS +) Employees	35
Additional Monthly Casual or Seasonal	97
TOTAL Employees for an Average Month	320
City Area	10.51 miles
Population	31,000 (OFM estimate April 2012)
Streets (Excluding WSU)	64.52 miles
State Highway	9.31 miles
Traffic Signals	19
Street Lights	1,337
Bicycle/Pedestrian Paths	15.0 miles
Number of Water Wells	6
Well Capacity	7,650 gallons/minute - designed 7,323 gallons/minute - throttled
Storage Reservoirs	11
Storage Capacity	7.7 million gallons
Water Mains	102.19 miles
Population Served	25,275
Active Services	5,082
Pumpage	895.836 million gallons
Peak Day	5.441 million gallons
Water Hardness	109 mg/ltr.

Sanitary Sewer Mains	91.82 miles
Flow Treated	1,086.7 million gallons
Peak Day Flow Treated	7.8 million gallons (March 31)
Treatment Plant Capacity	8.6 million gallons/winter peak
Snow Load	30 psf
Frost Depth	30"
Wind Load	85 mph
Seismic Zone	B
State/NW Energy Code Zone	2
Soil Bearing Value (generally)	1500 psf
Latitude	N. 46°43'40"
Longitude	W. 117°11'00"
Elevation	2346' at Main St./Grand Ave.
Downtown 100 yr. Flood Elevation	2349'

#### **BUILDING/HOUSING DATA**

Single Family Dwellings	4,036 units
Duplexes	905 units
Multiple Dwellings	6,627 units
Mobile Homes	524 units

#### **PARKS**

Reaney Park	1.64 acres	Kruegel Park	7.92 acres
Sunnyside Park	25 acres	Lawson Gardens	13 acres
McGee Park	3.04 acres	Military Hill Park	25 acres
Harrison Tot Lot	.233 acres	Woodcraft Park	.84 acres
City Playfield	8.66 acres	City RV Park	24 spaces
Terre View Park	3.25 acres	Spring Street Park	2.75 acres
Itani Park	7.45 acres	Petry Natural Area	1.96 acres
Conservation	15.85 acres	Mary' Park	+/-5 acres

#### **FIRE DEPARTMENT**

Fire Protection Rating	4
Fire Alarms	734
Emergency Medical Services (EMS) calls	2,206

#### **POLICE DEPARTMENT**

INCIDENT	2011	2012
Aggravated Assault	25	22
Arson	7	0
Burglary	104	89
Forcible Rape	1	8
Homicide	0	0

Larceny/Theft	431	251
Motor Vehicle Theft	15	5
Robbery	2	2

#### **LIBRARY**

Circulation	37,823 items	Collection Size:	74,516
Weekly visits			5,900
Registered cardholders			19,500

#### **TRANSIT 2012 RIDERSHIP FIGURES**

Fixed-Route	1,472,626
Dial-A-Ride	18,653

#### **PULLMAN-MOSCOW REGIONAL AIRPORT**

Departures in 2012 (approximate figure)	37,613
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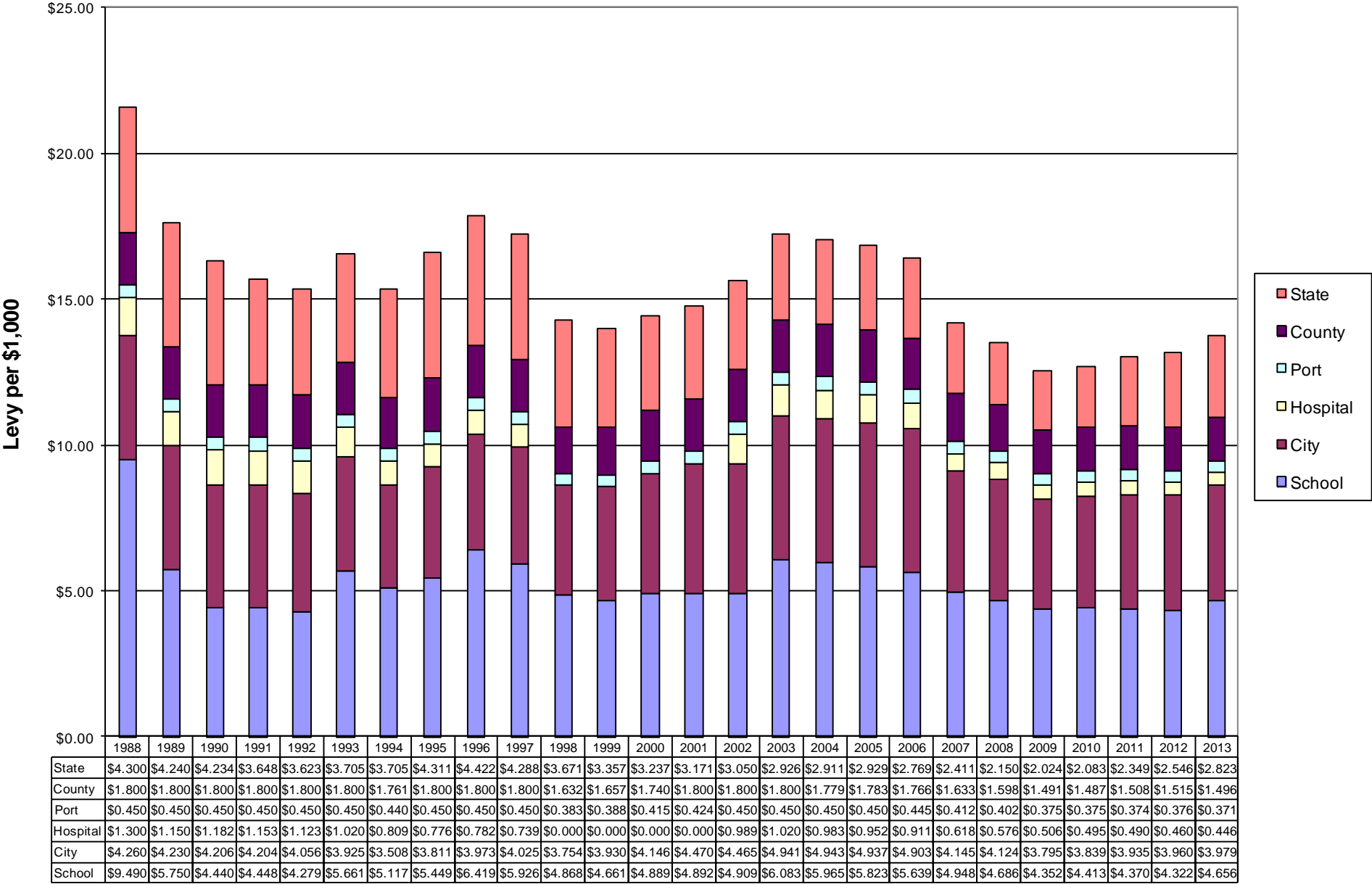
City of Pullman  
Property Tax Levies 2004-2008

Year	Entity	Levy /\$1000	Pullman Revenue	Percent of Total	Dollars Per Capita	\$200,000 Home
2004	School District #267	\$5.9658	\$4,700,962	34.2%	\$185.81	\$1,193.16
	City	\$4.9431	\$3,893,330	28.3%	\$153.89	\$988.62
	Hosp. Bond	\$0.9836	\$770,293	5.6%	\$30.45	\$196.72
	Port	\$0.4500	\$354,593	2.6%	\$14.02	\$90.00
	County	\$1.7790	\$1,401,826	10.2%	\$55.41	\$355.80
	State	\$2.9119	\$2,294,534	16.7%	\$90.69	\$582.38
<b>TOTAL</b>		<b>\$17.0334</b>	<b>\$13,415,538</b>		<b>\$530.27</b>	<b>\$3,406.68</b>
2005	School District #267	\$5.8231	\$4,750,106	33.9%	\$187.75	\$1,164.62
	City	\$4.9370	\$4,025,901	28.7%	\$159.13	\$987.40
	Hosp. Bond	\$0.9527	\$773,429	5.5%	\$30.57	\$190.54
	Port	\$0.4500	\$367,081	2.6%	\$14.51	\$90.00
	County	\$1.7837	\$1,455,026	10.4%	\$57.51	\$356.74
	State	\$2.9297	\$2,389,858	17.1%	\$94.46	\$585.94
<b>TOTAL</b>		<b>\$16.8762</b>	<b>\$13,761,401</b>		<b>\$543.93</b>	<b>\$3,375.24</b>
2006	School District #267	\$5.6392	\$4,807,643	32.2%	\$180.81	\$1,127.84
	City	\$4.9031	\$4,178,791	28.0%	\$157.16	\$980.62
	Hosp. Bond	\$0.9119	\$773,949	5.2%	\$29.11	\$182.38
	Port	\$0.4457	\$379,977	2.5%	\$14.29	\$89.14
	County	\$1.7667	\$1,506,182	10.1%	\$56.64	\$353.34
	State	\$2.7695	\$2,361,109	15.8%	\$88.80	\$553.90
<b>TOTAL</b>		<b>\$16.4361</b>	<b>\$14,007,651</b>		<b>\$526.80</b>	<b>\$3,287.22</b>
2007	School District #267	\$4.9485	\$5,210,360	34.0%	\$192.76	\$989.70
	City	\$4.1459	\$4,363,929	28.5%	\$161.45	\$829.18
	Hosp. Bond	\$0.6180	\$647,664	4.2%	\$23.96	\$123.60
	Port	\$0.4122	\$434,012	2.8%	\$16.06	\$82.44
	County	\$1.6339	\$1,720,361	11.2%	\$63.65	\$326.78
	State	\$2.4119	\$2,539,531	16.6%	\$93.95	\$482.38
<b>TOTAL</b>		<b>\$14.1704</b>	<b>\$14,915,857</b>		<b>\$551.83</b>	<b>\$2,834.08</b>
2008	School District #267	\$4.6860	\$5,309,853	34.6%	\$197.69	\$937.20
	City	\$4.1245	\$4,672,146	30.5%	\$173.94	\$824.90
	Hosp. Bond	\$0.5769	\$650,600	4.2%	\$24.22	\$115.38
	Port	\$0.4028	\$456,425	3.0%	\$16.99	\$80.56
	County	\$1.5980	\$1,810,744	11.8%	\$67.41	\$319.60
	State	\$2.1505	\$2,436,799	15.9%	\$90.72	\$430.10
<b>TOTAL</b>		<b>\$13.5387</b>	<b>\$15,336,567</b>		<b>\$570.98</b>	<b>\$2,707.74</b>

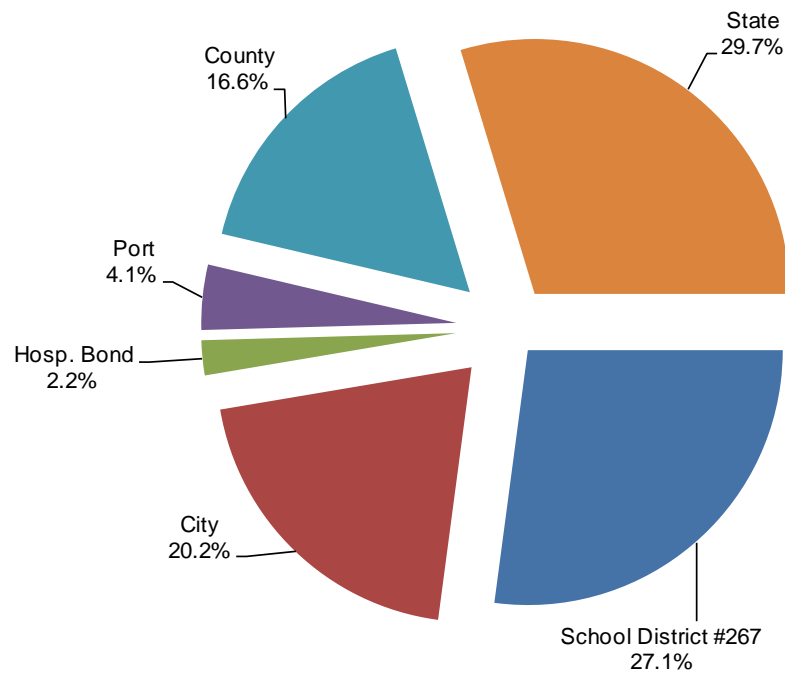
City of Pullman  
Property Tax Levies 2009-2013

			<b>Estimated</b>			<b>Dollars Per</b>
<b>Year</b>	<b>Entity</b>	<b>Levy /\$1000</b>	<b>Pullman Revenue</b>	<b>Percent of Total</b>	<b>Dollars Per Capita</b>	<b>\$200,000 Home</b>
<b>School District #267</b>		\$4.3522	\$6,449,690	38.0%	\$237.56	\$870.44
	<b>City</b>	\$3.7950	\$4,866,468	28.7%	\$179.24	\$759.00
<b>2009</b>	<b>Hosp. Bond</b>	\$0.5064	\$646,753	3.8%	\$23.82	\$101.28
	<b>Port</b>	\$0.3759	\$482,162	2.8%	\$17.76	\$75.18
	<b>County</b>	\$1.4914	\$1,913,000	11.3%	\$70.46	\$298.28
	<b>State</b>	\$2.0246	\$2,596,929	15.3%	\$95.65	\$404.92
<b>TOTAL</b>		<b>\$12.5455</b>	<b>\$16,955,002</b>		<b>\$624.49</b>	<b>\$2,509.10</b>
<b>School District #267</b>		\$4.4137	\$6,733,170	38.3%	\$243.96	\$882.74
	<b>City</b>	\$3.8399	\$5,044,536	28.7%	\$182.77	\$767.98
<b>2010</b>	<b>Hosp. Bond</b>	\$0.4953	\$648,033	3.7%	\$23.48	\$99.06
	<b>Port</b>	\$0.3750	\$492,717	2.8%	\$17.85	\$75.00
	<b>County</b>	\$1.4877	\$1,954,872	11.1%	\$70.83	\$297.54
	<b>State</b>	\$2.0839	\$2,691,693	15.3%	\$97.53	\$416.78
<b>TOTAL</b>		<b>\$12.6955</b>	<b>\$17,565,020</b>		<b>\$636.41</b>	<b>\$2,539.10</b>
<b>School District #267</b>		\$4.3708	\$6,749,455	37.2%	\$244.55	\$874.15
	<b>City</b>	\$3.9359	\$5,215,338	28.7%	\$188.96	\$787.19
<b>2011</b>	<b>Hosp. Bond</b>	\$0.4907	\$647,480	3.6%	\$23.46	\$98.14
	<b>Port</b>	\$0.3749	\$496,876	2.7%	\$18.00	\$74.97
	<b>County</b>	\$1.5082	\$1,999,180	11.0%	\$72.43	\$301.64
	<b>State</b>	\$2.3490	\$3,058,304	16.8%	\$110.81	\$469.79
<b>TOTAL</b>		<b>\$13.0294</b>	<b>\$18,166,633</b>		<b>\$658.21</b>	<b>\$2,605.88</b>
<b>School District #267</b>		\$4.3223	\$6,750,000	26.7%	\$226.36	\$864.46
	<b>City</b>	\$3.9609	\$5,284,735	20.9%	\$177.22	\$792.19
<b>2012</b>	<b>Hosp. Bond</b>	\$0.4600	\$611,180	2.4%	\$20.50	\$92.00
	<b>Port</b>	\$0.3767	\$1,085,048	4.3%	\$36.39	\$75.33
	<b>County</b>	\$1.5157	\$4,365,506	17.3%	\$146.40	\$303.14
	<b>State</b>	\$2.5464	\$7,187,111	28.4%	\$241.02	\$509.27
<b>TOTAL</b>		<b>\$13.1820</b>	<b>\$25,283,580</b>		<b>\$847.87</b>	<b>\$2,636.39</b>
<b>School District #267</b>		\$4.6562	\$7,271,402	27.1%	\$234.56	\$931.24
	<b>City</b>	\$3.9793	\$5,432,006	20.2%	\$175.23	\$795.87
<b>2013</b>	<b>Hosp. Bond</b>	\$0.4469	\$593,792	2.2%	\$19.15	\$89.38
	<b>Port</b>	\$0.3718	\$1,108,040	4.1%	\$35.74	\$74.35
	<b>County</b>	\$1.4969	\$4,461,051	16.6%	\$143.90	\$299.38
	<b>State</b>	\$2.8231	\$7,968,006	29.7%	\$257.03	\$564.61
<b>TOTAL</b>		<b>\$13.7742</b>	<b>\$26,834,297</b>		<b>\$865.62</b>	<b>\$2,754.83</b>

Pullman Property Tax Levy History

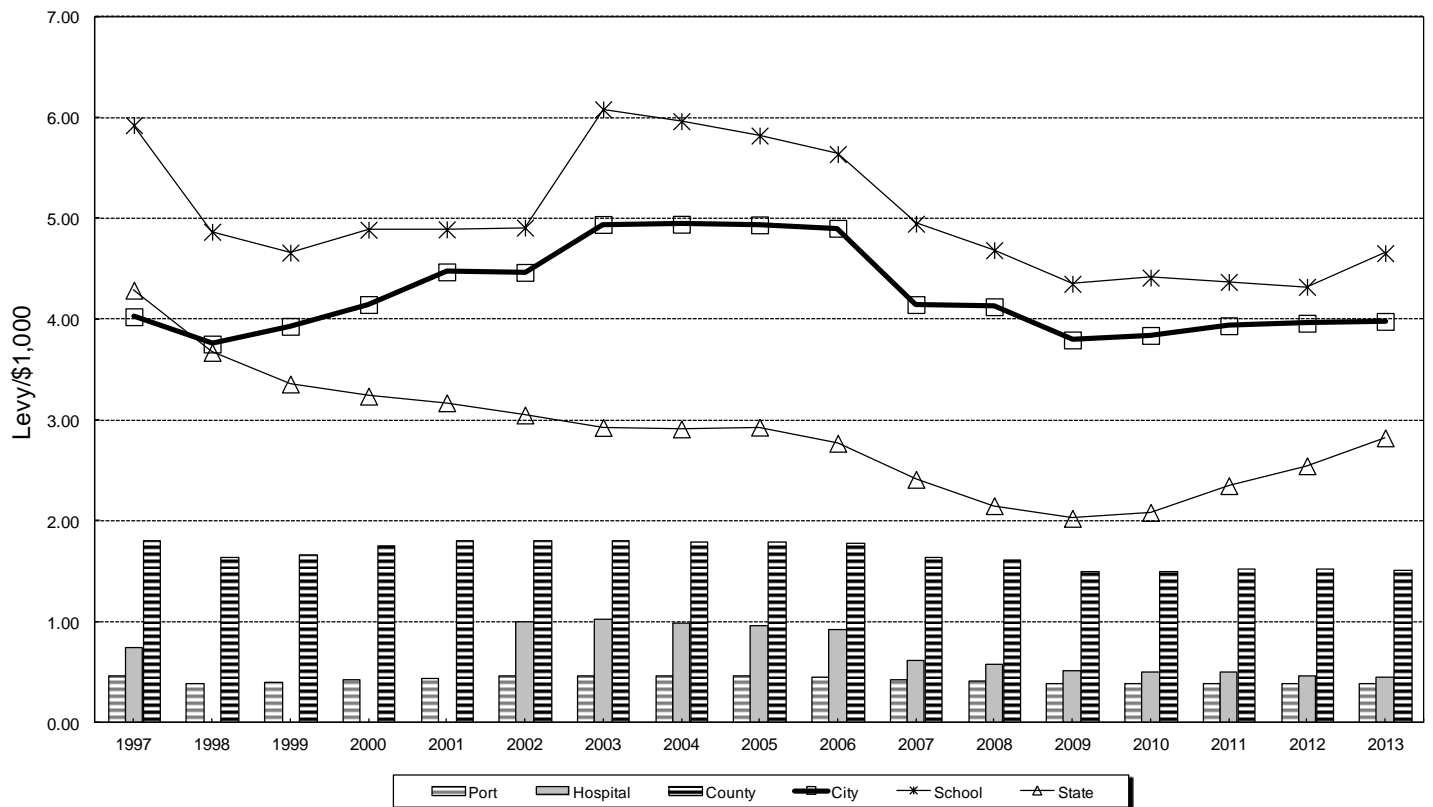


**Year 2013 Property Tax Levies  
Within City of Pullman**



## Property Tax Levies

Within City of Pullman



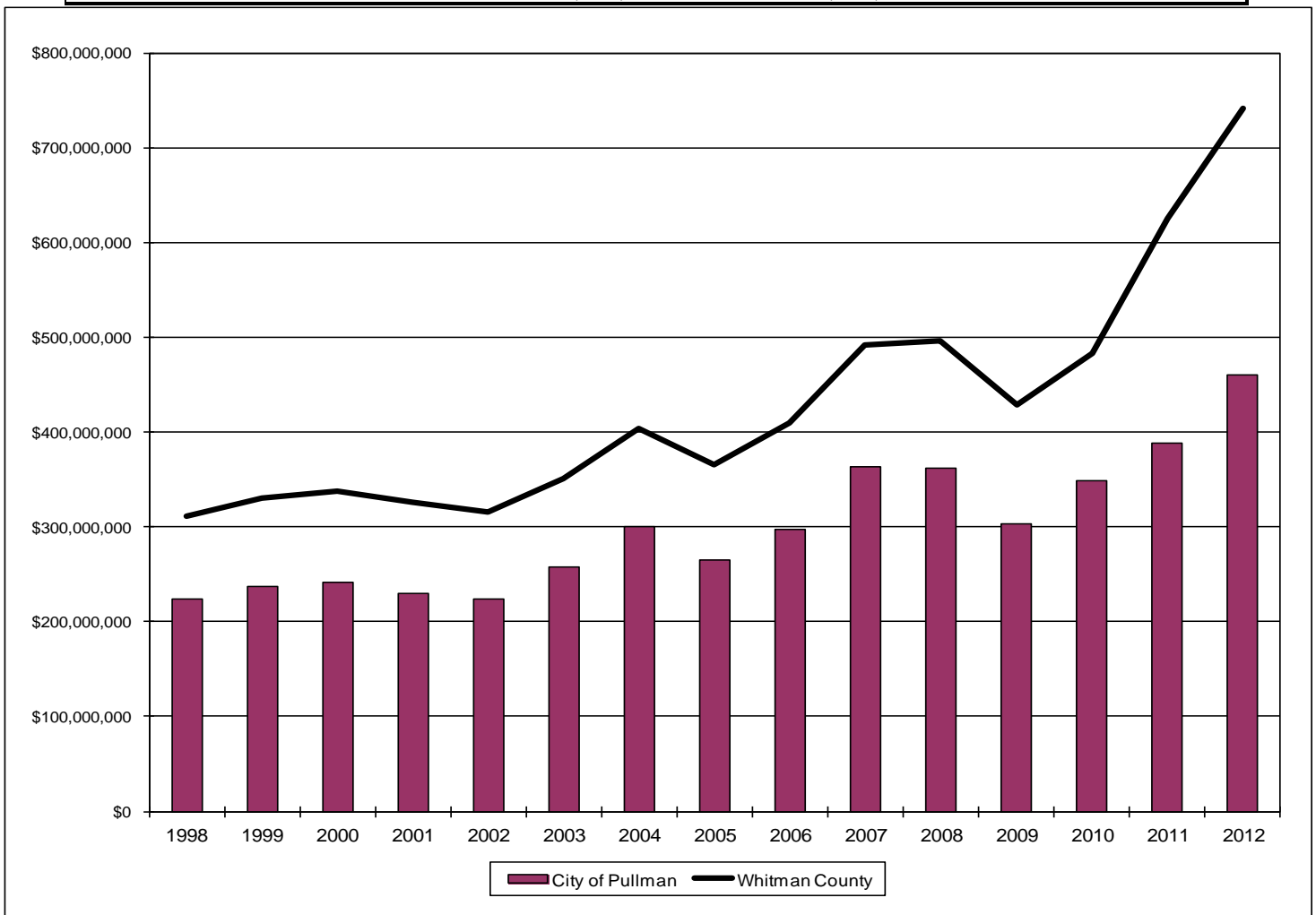
### City of Pullman Major Employers

<u>Employer</u>	<u>Business Application</u>	<u>Full, Part-time and Seasonal Employees</u>
Washington State University (Pullman Only)	State University	4,772
Schweitzer Engineering	Electrical Engineering	2,000
Pullman Regional Hospital	Medical Care	412
City of Pullman	Local Government	331
Pullman School District	Education	295
Wal-Mart Stores	Discount Warehouse Store	200
Safeway	Supermarket	126
Dissmore's IGA	Supermarket	84
Shopko	Department Store	75



# **City of Pullman Taxable Retail Sales**

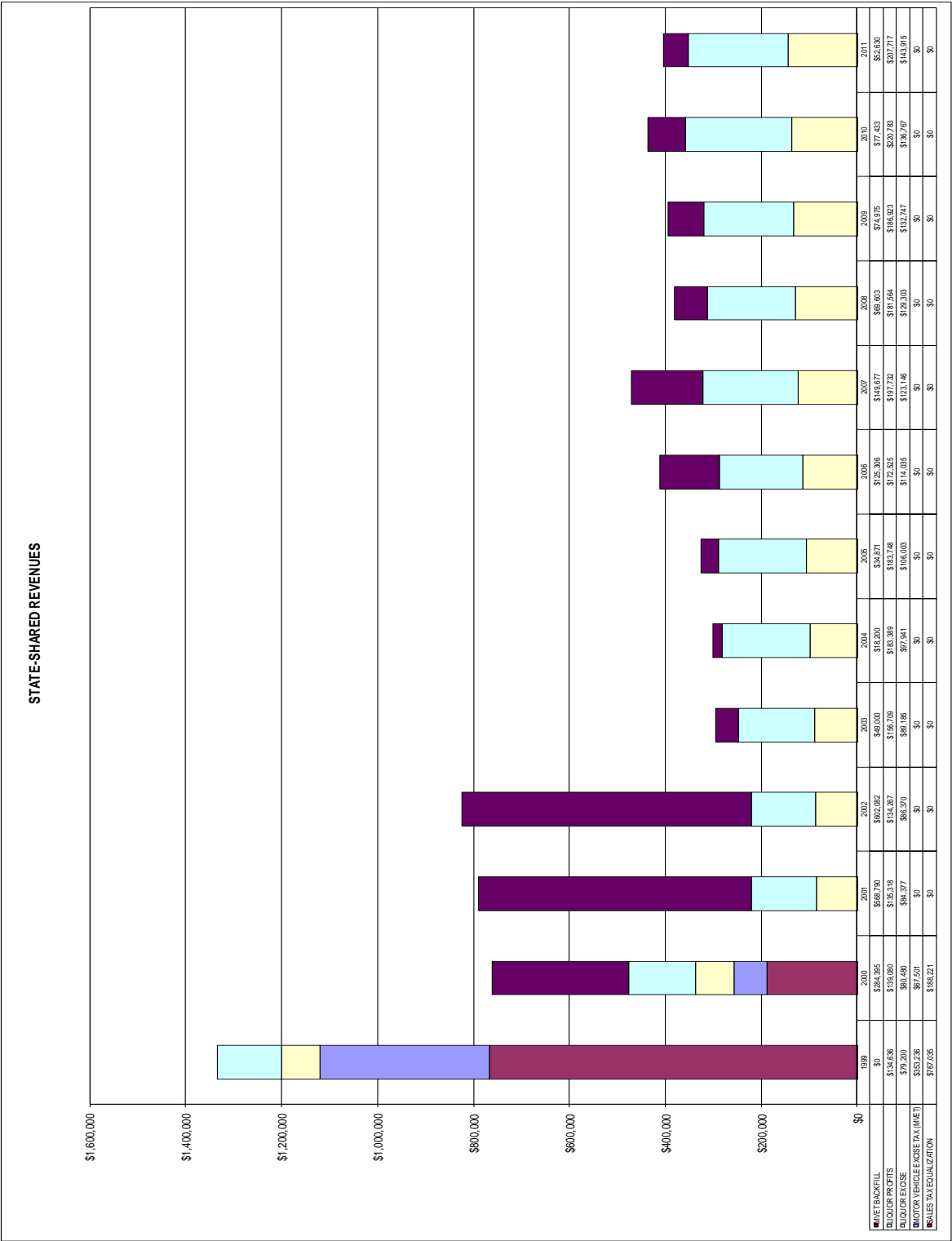
Year	City of Pullman	Whitman County	Pullman % of County
1998	224,197,676	311,894,860	71.9%
1999	237,431,621	330,577,591	71.8%
2000	242,293,343	338,464,154	71.6%
2001	230,097,059	326,313,164	70.5%
2002	224,620,425	316,244,959	71.0%
2003	258,256,743	351,296,643	73.5%
2004	299,871,863	403,670,557	74.3%
2005	264,751,271	366,249,168	72.3%
2006	297,566,027	410,510,705	72.5%
2007	363,264,839	492,004,675	73.8%
2008	362,042,613	497,239,432	72.8%
2009	303,928,693	428,920,689	70.9%
2010	348,650,289	483,031,819	72.2%
2011	388,885,530	625,315,675	62.2%
2012	459,971,429	741,454,557	62.0%



**City of Pullman**  
**Schedule of General Obligation Debt Service**  
**2014 - 2029**

Year	Water and Sewer Revenue Bond		Non- voted G.O Debt Street & Sidewalk Imp		Voted G.O Debt 2007 Parks, Paths, Sidewalks		Total Debt Service
	Principal	Interest(1)	Principal	Interest(1)	Principal	Interest(1)	
2014	110,000	94,908	35,000	2,905	240,000	43,500	526,313
2015	110,000	91,607	35,000	1,470	250,000	33,900	521,977
2016	110,000	88,308			260,000	23,900	482,208
2017	120,000	84,732			270,000	13,500	488,232
2018	120,000	80,233					200,233
2019	130,000	75,433					205,433
2020	130,000	70,233					200,233
2021	135,000	65,033					200,033
2022	140,000	59,633					199,633
2023	150,000	53,858					203,858
2024	155,000	47,483					202,483
2025	160,000	40,663					200,663
2026	165,000	33,623					198,623
2027	175,000	26,363					201,363
2028	185,000	18,050					203,050
2029	195,000	9,263					204,263
<b>TOTAL</b>	<b>\$2,290,000</b>	<b>\$939,423</b>	<b>\$70,000</b>	<b>\$4,375</b>	<b>\$1,020,000</b>	<b>\$114,800</b>	<b>\$4,438,598</b>

(1) Several of the Bond Interest figures have been rounded.



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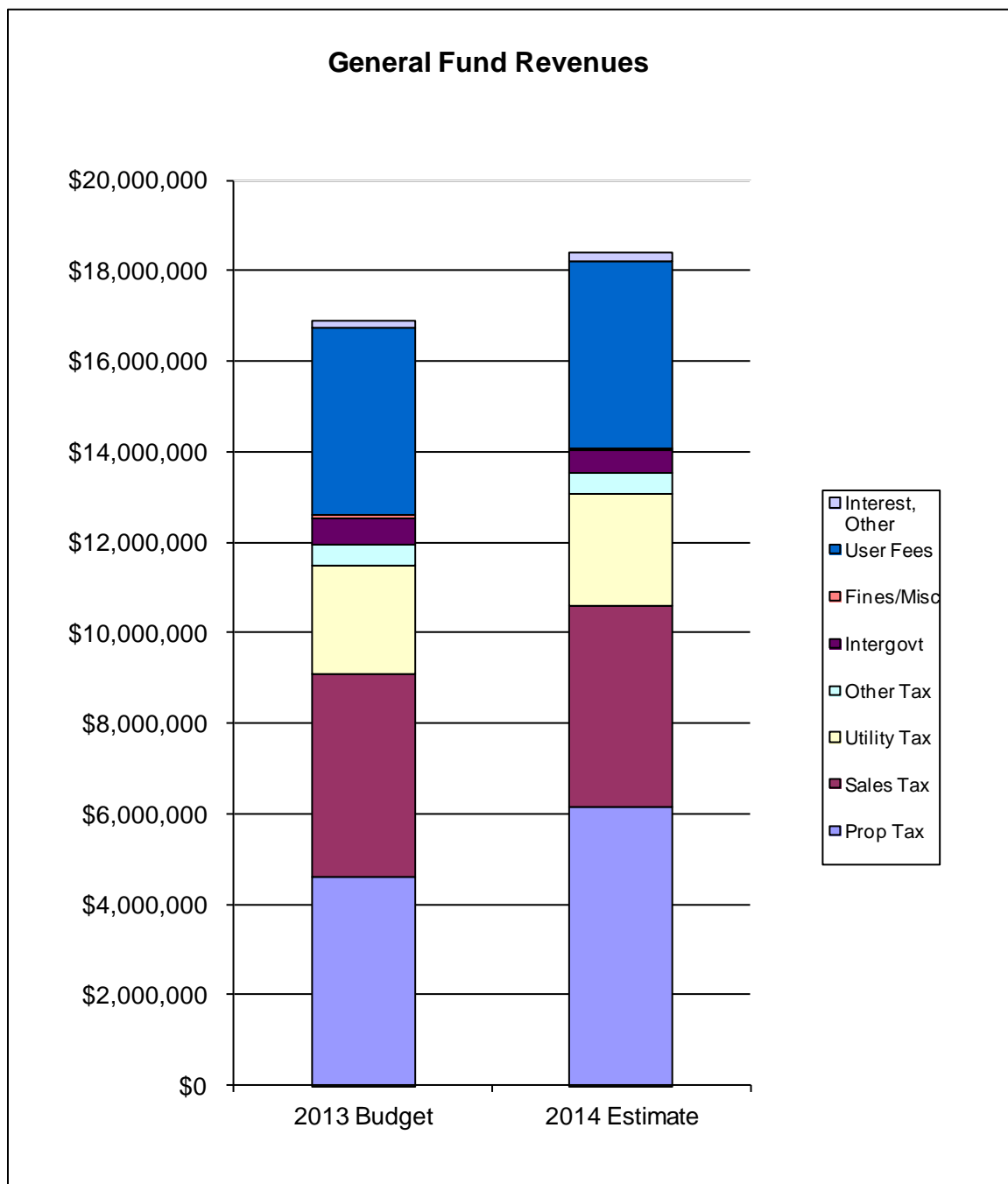
## **GENERAL GUIDELINES FOR CONSIDERING SERVICE REQUESTS**

1. Should the service being considered be provided at all?
2. If the service is justified, is it most appropriate to let the private sector meet the demand without any public sector involvement or encouragement?
3. If public sector involvement is determined to be appropriate, should the public sector contract with the private sector to provide the service or provide the service as a public function?
4. If the service is determined to be best provided as a public function, what unit of government is most appropriate to provide the service?
5. If it is determined that municipal government would more appropriately deliver the service than would the federal government, state government, or a special purpose district, how will the funding for the new municipal service be provided?
6. The proposer(s) of a new service will be required to identify a specific funding source.

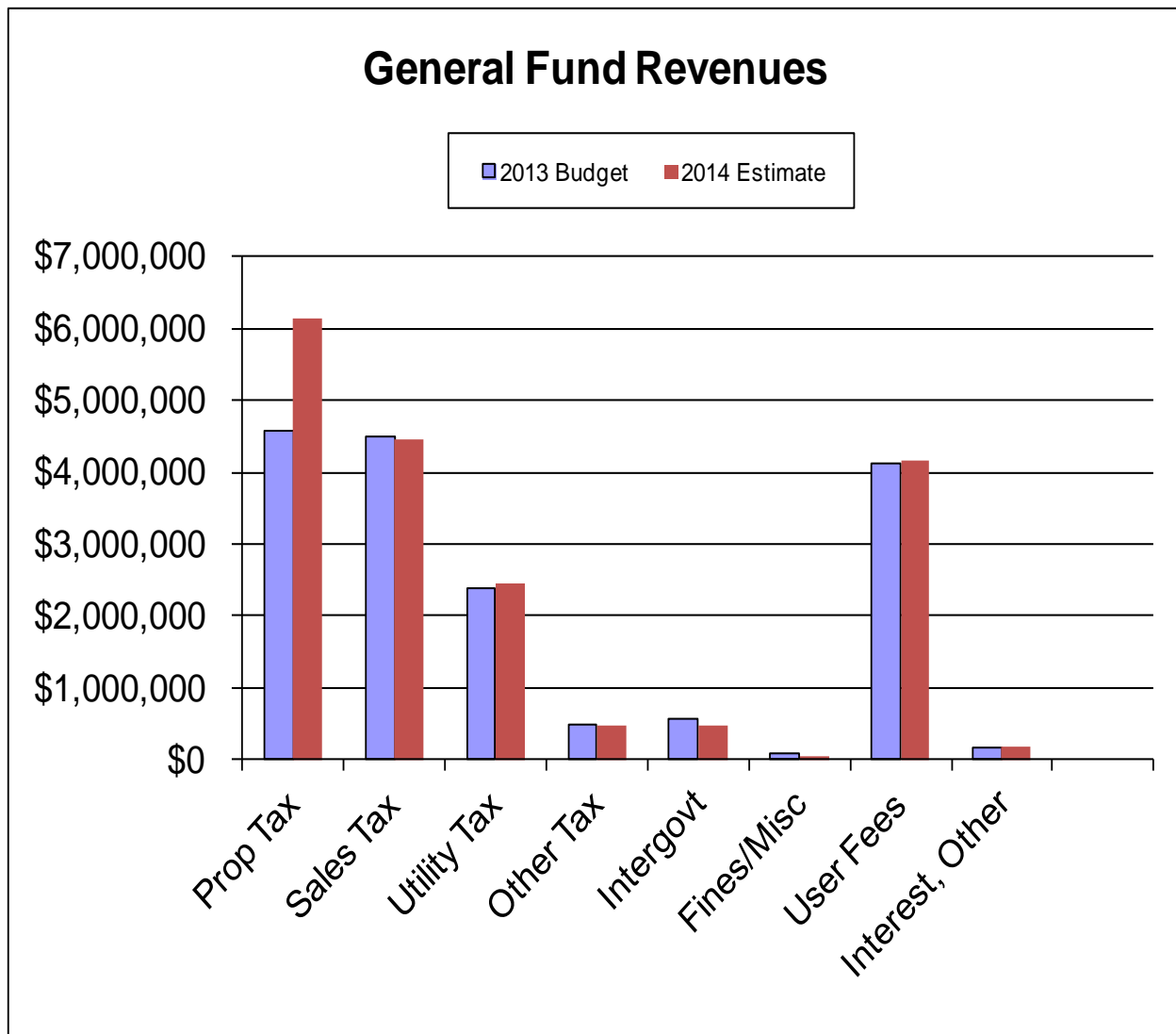
## 2013 - 2014 BUDGET SUMMARY BY FUND

2013 AMENDED BUDGET*				2014 BUDGET REQUEST		
FUND	TITLE	REVENUES	EXPENDITURES	REVENUES	EXPENDITURES	CHANGE
001	<b>GENERAL FUND:</b>					
	ADMINISTRATION/FINANCE		1,252,093		1,268,800	16,707
	POLICE/SUPPORT SERVICE		5,773,721		5,962,604	188,883
	FIRE/RESCUE		4,359,337		4,633,357	274,020
	PUBLIC WORKS		401,744		388,174	(13,570)
	PLANNING		259,691		318,834	59,143
	PUBLIC SERVICES		2,698,596		2,641,552	(57,044)
	LIBRARY		1,178,885		1,235,729	56,844
	GENERAL GOVERNMENT		286,714		214,038	(72,676)
	<b>OPERATING TRANSFERS:</b>					
	AIRPORT		32,013		32,013	
	OTHER		66,082		23,277	(42,805)
	<b>TOTAL OPERATING EXPENDITURES:</b>		<b>\$16,308,876</b>		<b>\$16,718,378</b>	<b>\$409,502</b>
				OPERATING PERCENTAGE CHANGE: 2.5%		
	<b>CAPITAL EXPENDITURES &amp; TRANSFERS:</b>					
	CAPITAL EXPENDITURES		675,391		315,674	(359,717)
	TO DEBT REDEMPTION FUND					
	TO OTHER FUNDS					
	<b>TOTAL CAPITAL:</b>		<b>\$675,391</b>		<b>\$315,674</b>	<b>(\$359,717)</b>
	<b>TOTAL GENERAL FUND:</b>	<b>\$16,881,016</b>	<b>\$16,984,267</b>	<b>\$18,396,341</b>	<b>\$17,034,052</b>	<b>\$49,785</b>
				TOTAL FUND PERCENTAGE CHANGE 0.3%		
104	ARTERIAL STREETS	458,670	1,452,800	2,958,517	3,510,756	2,057,956
105	STREETS	1,770,250	2,035,462	1,692,345	1,775,174	(260,288)
120	CIVIC IMPROVEMENT	312,214	333,514	341,362	340,162	6,648
310	CEMETERY EXPANSION	450	6,000	450	6,000	
315	2005 LTGO BOND FUND	39,610	39,610	38,210	38,508	(1,102)
316	2007 BOND FUND	283,100	333,100	384,340	1,019,740	686,640
317	2009 AIRPORT WATER BOND FUND	198,908	248,908	205,408	205,408	(43,500)
322	DOWNTOWN RIVERWALK	3	6,995			(6,995)
401	UTILITIES	13,312,892	15,076,838	10,549,215	13,668,047	(1,408,791)
403	UTILITY CAPITAL PROJECTS		8,181,327	2,952,770	2,952,770	(5,228,557)
404	STORMWATER	1,090,000	1,444,265	1,270,000	1,231,803	(212,462)
405	TRANSIT	5,396,555	6,205,718	4,403,565	5,184,667	(1,021,051)
501	EQUIPMENT RENTAL	2,738,341	3,600,259	2,402,540	2,859,404	(740,855)
504	GOV'T BUILDINGS	1,041,124	1,007,620	985,505	977,363	(30,257)
507	INFORMATION SYSTEMS	565,928	584,687	604,934	628,460	43,773
607	LAWSON GARDENS ENDOW	74,500	160,298	70,500	147,412	(12,886)
610	CEMETERY CARE FUND	2,450	550	3,950	450	(100)
615	FIREMEN'S PENSION	26,983	60,000	29,178	60,000	
651	AIRPORT AGENCY	2,811,784	3,618,807	2,532,524	2,664,158	(954,649)
	<b>TOTAL ALL FUNDS:</b>	<b>\$47,004,778</b>	<b>\$61,381,025</b>	<b>\$49,821,654</b>	<b>\$54,304,334</b>	<b>(\$7,076,691)</b>
				PERCENTAGE CHANGE: -11.5%		

\* Includes Budget Amendments Approved on May 21,2013 and October 15,2013.



**2014 Total: \$18,396,341**

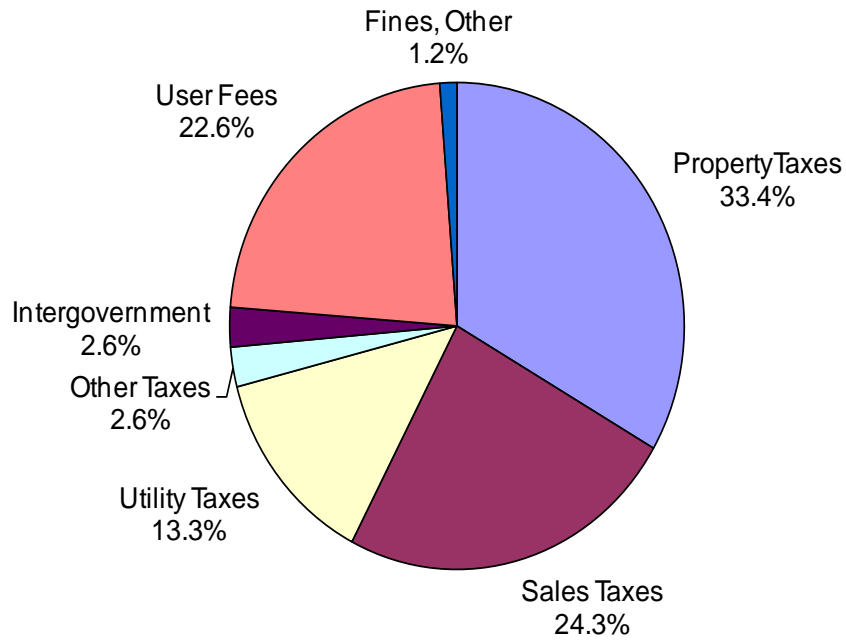


**2014 Total: \$18,396,341**

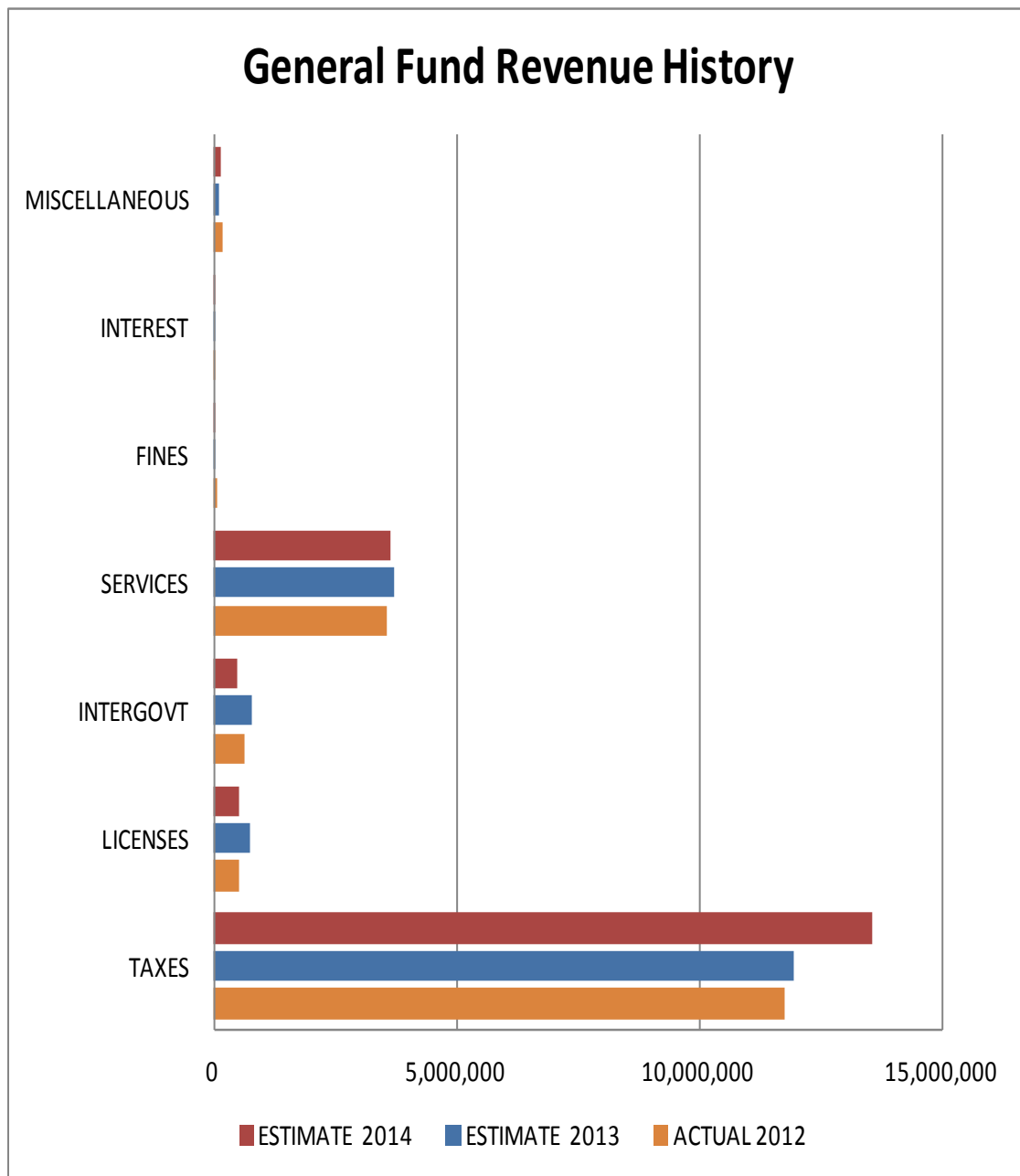


## Pullman's General Fund 2014 Budget

Estimated Revenues: \$18,396,341



**2014 Total: \$18,396,341**



**2014 Total: \$18,396,341**

**FUND NUMBER****TITLE****001****GENERAL FUND - REVENUES**

**PURPOSE:** The General Fund receives virtually all unrestricted revenues required by the City to support general governmental services such as Police and Fire protection, Recreation, Parks, Cemetery, Planning, Building Inspection, Library and Administration/Finance. The General Fund also provides operating support to the Pullman - Moscow Airport and the Information Systems Fund for government access channel services. In addition, the General Fund provides major funding for capital projects previously approved under the City's Capital Improvement Program.

**REVENUES:** Revenues to support these functions are derived primarily from various taxes collected both locally and also state-shared, together with fees, permits, grants, charges for services, fines, income from investments and miscellaneous other sources.

**2014 ESTIMATES:**

**INTRODUCTION:** The November 1999 election brought us Initiative 695, which eliminated state motor vehicle excise taxes (MVET), a share of which was redistributed to local governments. This vote also effectively ended our entitlement to sales tax equalization that was funded through another local share of the MVET. Although the Washington Supreme Court later ruled this initiative unconstitutional, the legislature responded to the popular vote by ending the motor vehicle excise tax. As estimated by the Washington State Office of Financial Management (OFM), our total entitlement loss for fiscal year 2001 was \$1,305,624. The state provided backfill funding relief of \$284,395 in 2000, \$568,790 for use in 2001, \$602,082 for use in 2002, \$49,000 for use in 2003, and \$18,200 for use in 2004. For 2005, the state provided \$12,100. During the 2005 Legislative Session, the Legislature passed Senate Bill 6050, which will provide the City of Pullman with an estimated \$82,000 in backfill funding in 2014.

General Fund cash reserves at year-end 2014 should equal approximately \$4.103 million. We estimate that 2014 total revenues will increase 9.0 percent or \$1,515,325 from the

budgeted 2013 total. Details on various revenue elements follow:

**TAXES:** On November 7, 2000, the voters approved Proposition One, which permitted the property tax levy to increase to the \$3.60 per thousand maximum. Up until 2007, the City has levied the statutory maximum or very near the limit. I-747, which limits property tax growth to 1.0 percent or the implicit price deflator (IPD) whichever is less, was ruled unconstitutional in June of 2006 by a King County Judge. This ruling was appealed in July of 2006. Arguments were heard by the State Supreme Court in May 2007. The decision was upheld. During a special legislative session in December 2007, the legislature passed house bill 2416 and the Governor signed the bill into law. The law reinstated the 1.0 percent revenue limit provisions of I-747. On August 6, 2013 the citizens of Pullman by an overwhelming majority voted to lift the General levy to \$3.60 per \$1,000 of assessed value as well as the EMS levy to \$0.50. General property taxes should generate approximately \$5,400,000, an increase of \$1,370,808 over 2013, The general property taxes will generate approximately 29.4 percent of 2014 General Fund revenues. The voter-approved EMS levy will produce approximately \$740,000, an increase of \$180,142. Together the general property tax revenue and the EMS levy comprise 33.4 percent of General Fund revenues.

Up until 2009, we had seen positive impacts to the sources of local sales taxes from local development. In addition to strong construction levels, other retail sales tax areas had shown growth. However, those areas were not as significant as the increases due to new construction. From 2009 through 2012, during the Great Recession, construction activity was significantly down. 2013 has been a rebound year with record permitting activity. Building permit issues indicate that 2014 will be a strong construction year but not as strong as 2013. During the 2008 Mid-Year Financial report, we warned of a decrease to sales tax revenues because of the scheduled completions of major taxable WSU projects. Sales taxes collected were: 2008 \$3,431,430; 2009 \$2,896,161; 2010 \$2,910,597; 2011 \$3,355,678 and 2012 \$3,966,306. For 2013 sales taxes will come in with a slight increase over 2012. Sales tax revenue projections are slightly lower than the anticipated 2013 collection rate. Expected sales tax revenues of \$4.06 million will provide about 22.1 percent of total General Fund revenues. The one-tenth of 1 percent sales tax for criminal justice

purposes enacted countywide and distributed on a per capita basis should generate approximately \$405,000 and will provide 2.2 percent of total General Fund revenues in 2014. It should be noted that both 2013 and 2014 sales taxes were aided by football related building activities and apartment construction. We will not have these type projects in 2015, and it is anticipated that these sales taxes reduce revenue from 2013 by approximately \$300,000 to \$500,000.

In admissions taxes, the forecast is for a slight decrease in 2014 receipts. Utility taxes are expected to remain flat in 2014 and will provide about 13.3 percent of General Fund revenues. The positive impacts to utility taxes usually include rate increases for electric, natural gas and water/sewer rates. Indications are for a much colder winter and warmer summer than 2013, which obviously affects the tax amount received from energy providers. Local taxes in total will provide about \$13,541,346, or 73.6 percent of the General Fund's total revenues. This is a 13.4 percent increase from 2013 and a 13.3 percent increase from projected 2013 estimated revenues.

**LICENSES AND PERMITS:** The cable TV franchise fee should generate approximately \$140,000. Building permits revenues should increase from the 2013 budget but decrease from 2013 year end to \$325,000. Other licenses are expected to decrease slightly.

**INTERGOVERNMENTAL REVENUE:** This category includes state-imposed and collected taxes and profits, which are shared primarily on a per capita basis with the state's cities. The Washington State Office of Financial Management estimated Pullman's 2013 population at 31,000 the same as the 2012 estimate. The state's estimates of per capita shares in 2014 are Liquor Tax: \$1.19 and Liquor Profits: \$8.89.

State-shared and other intergovernmental and known grant revenue in 2013 will provide 2.6 percent of General Fund revenues (A comparison: in 1991, state-shared revenues provided 32 percent of the General Fund's revenues). Overall State-shared and other intergovernmental revenues are projected to decrease 17.1 percent compared to 2013. The leading reason is a reduction of approximately \$172,000 in a Smart Policing grant

**CHARGES FOR SERVICES:** This category consists of service fees and user charges. Ambulance fees, Parks and Recreation program fees, and Metropolitan Park District service fees are included in this category. We estimate that fee income will total approximately \$3,646,237, which is \$37,711 less than the 2013 budget. Approximately 22.6 percent of General Fund revenues are derived from user fees.

In 2005, the City of Pullman entered into an Interlocal Agreement with Washington State University to provide fire protection services to the university campus. In 2013, the university will provide the City \$844,068 to offset the costs to provide those services, which is the same amount as 2012. We still do not have a contract for 2014.

**INTERFUND CHARGES:** These are charges levied on other funds for General Fund services such as direct support and overhead charges from grounds keeping and accounting and administrative services. These charges will decrease \$26,084 as direct support services are projected to decrease. Interfund charges were separately stated in prior years, but are now part of CHARGES FOR SERVICES

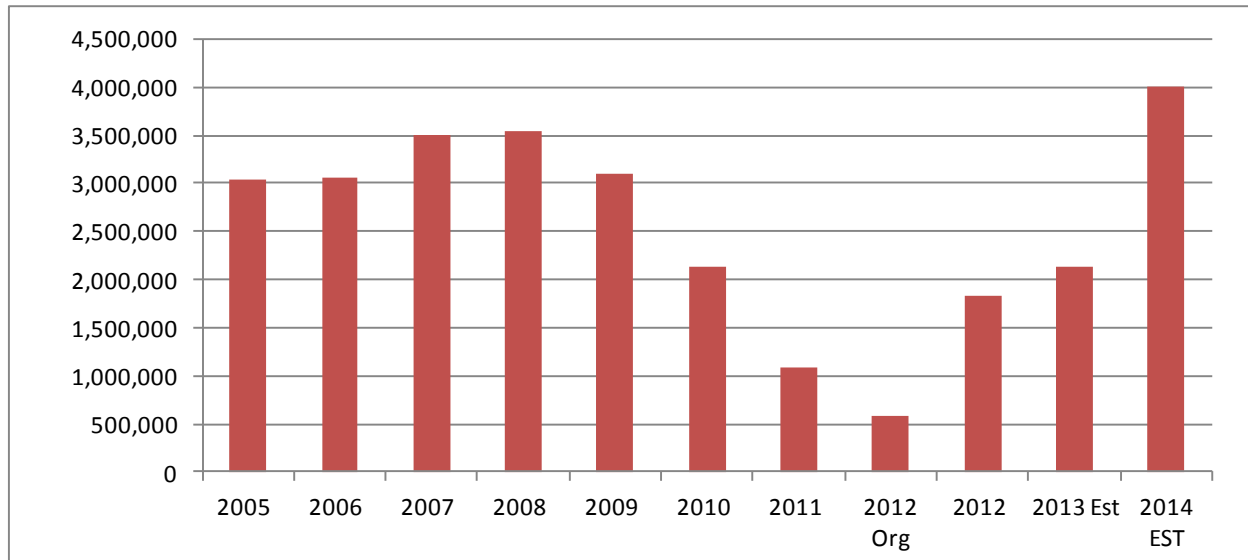
**FINES AND FORFEITS:** A decrease of \$42,000 is projected for fine estimates. This category is projected to contribute 0.2 percent of total General Fund revenues.

**INVESTMENT INTEREST:** Interest rates remain at record lows. Investment and miscellaneous income categories provide about 1.0 percent (\$180,550) of General Fund revenues.

**ESTIMATED BEGINNING CASH:** This estimate is included as a revenue item, although it does not represent continuing income. It is composed of a working capital element of approximately eight percent of expenditures that must be preserved to smooth out the gaps between ongoing monthly expenditures and an uneven revenue stream. It also should include a five percent contingency reserve that the Council established in 1984 as a goal for unanticipated emergency expenditures or revenue decreases. The estimated 2014 beginning unallocated and unreserved contingency cash reserve totals \$2.741 million, or 17.15 percent of the 2013 operating requests and 16.4 of 2014 operating request. The ending 2014 cash total is estimated to be 24.5 percent of the 2014 operating requests. The cash reserve will exceed the 13.0 percent Council goal level. Although year-end estimates have

been historically conservative, there will not be a large variation from the expected outcome.

### General Fund Cash Balance



2009	\$3,108,999	
2010	\$2,137,577	(971,422)
2011	\$1,494,629	9.1% (642,948)
2012 \$	578,098	3.5% (916,531)
2012	\$1,840,864	11.5% 346,235 from 2011
2013	\$2,741,091	16.8% 900,227
2014	\$4,103,381	24.5% 1,272,290

**The chart shows the affect of balancing the budget from 2008 to 2012 with cash, as opposed to 2013 1nd 2014 where reserves are not used.**

**TOTAL REVENUES:** Total 2014 revenues, before estimated beginning cash on hand, are expected to increase \$1,515,325 from the 2013 amended budget. Estimated 2014 General Fund revenues together with year-end 2013 reserves and savings are sufficient to sustain the 2014 budget requests. Ending cash is expected to exceed the City Council's goal to sustain a 13.0 percent reserve level.

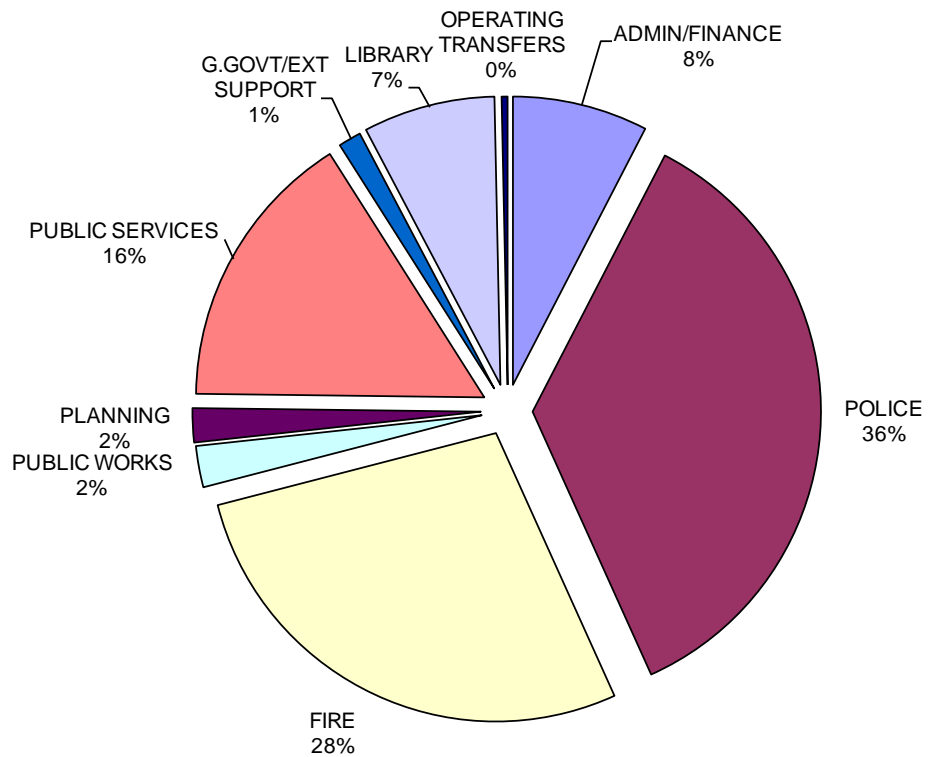
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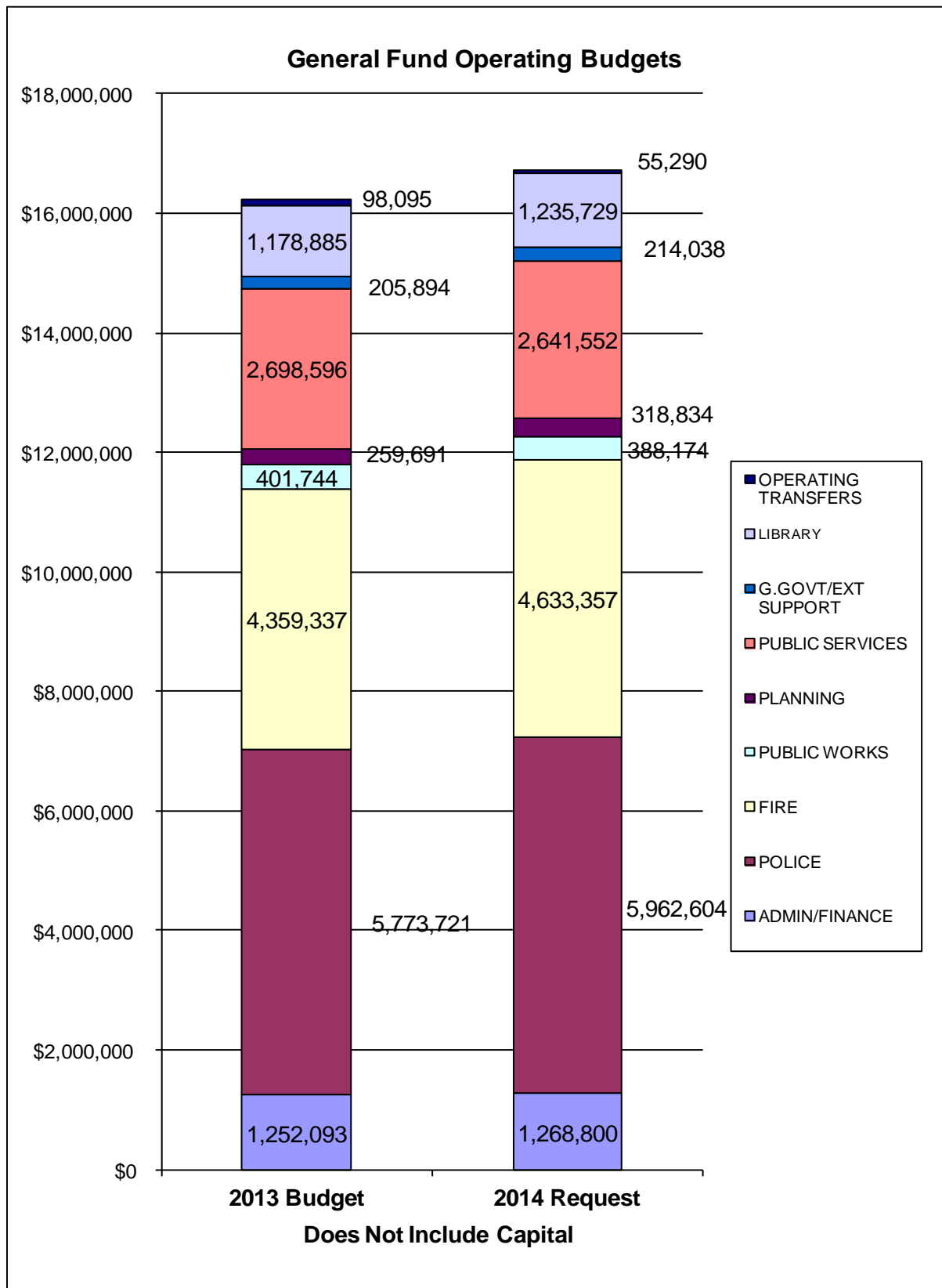
# **2014 GENERAL FUND REVENUE ESTIMATE SUMMARY**

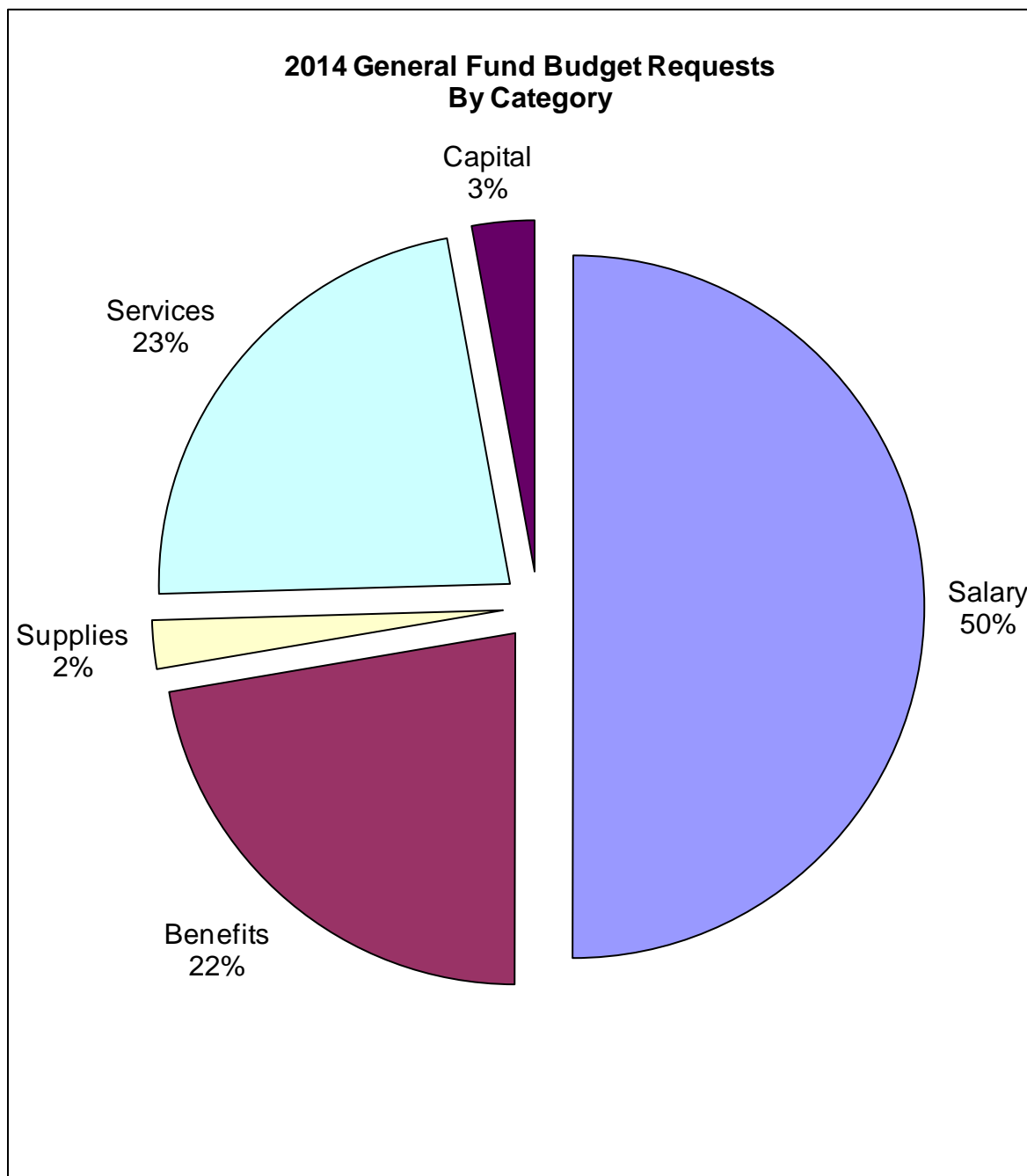
	ACTUAL 2012	AMENDED 2013 BUDGET	YTD 07/31/13	YEAR END 2013 ESTIMATE	PRELIMINARY ESTIMATE 2014	\$ CHANGE ESTIMATES 2014-2013	% CHANGE ESTIMATES 2014-2013	% OF BUDGET
<b>TAXES:</b>								
PROPERTY	3,917,778	4,029,192	2,240,417	4,030,988	5,400,000	1,370,808	34.0%	29.4%
EMS TAX LEVY	544,379	559,858	311,308	559,259	740,000	180,142	32.2%	4.0%
RETAIL SALES	3,966,306	4,088,287	2,173,083	4,067,846	4,060,346	(27,941)	-0.7%	22.1%
NATURAL GAS USE	108,561	150,000	113,830	144,000	150,000	0	0.0%	0.8%
LOCAL CRIM JUST SALES TAX	434,054	405,000	220,428	400,950	405,000	0	0.0%	2.2%
IF TAXES - UTILITIES - WATER	185,935	160,000	105,999	181,713	180,000	20,000	12.5%	1.0%
IF TAXES - UTILITIES - SEWER	157,724	170,000	100,037	171,492	190,000	20,000	11.8%	1.0%
IF TAXES - UTILITIES - STORMWATER	45,115	45,000	25,464	43,652	45,000	0	0.0%	0.2%
ADMISSIONS	305,231	290,000	122,926	299,000	290,000	0	0.0%	1.6%
UTIL TAX-ENERGY	1,240,308	1,225,000	675,658	1,245,000	1,235,000	10,000	0.8%	6.7%
UTIL.TAX-SOLID WASTE	133,441	128,500	97,921	129,915	132,000	3,500	2.7%	0.7%
UTIL.TAX-SOLID WASTE 3%	100,081	96,500	25,900	94,350	119,000	22,500		
UTIL. TAX-TELEPHONE	410,832	400,000	182,658	404,000	400,000	0	0.0%	2.2%
LEASEHOLD EXCISE	77,360	70,000	39,039	60,313	70,000	0	0.0%	0.4%
GAMBLING	138,747	120,000	62,996	115,000	125,000	5,000	4.2%	0.7%
<b>TOTAL TAXES:</b>	<b>\$11,765,853</b>	<b>\$11,937,337</b>	<b>\$6,497,663</b>	<b>\$11,947,477</b>	<b>\$13,541,346</b>	<b>\$1,604,009</b>	<b>13.4%</b>	<b>73.6%</b>
<b>CABLE FRANCHISE</b>	<b>154,885</b>	<b>150,000</b>	<b>76,797</b>	<b>135,000</b>	<b>140,000</b>	<b>(10,000)</b>	<b>-6.7%</b>	<b>0.8%</b>
<b>OTHER LICENSES:</b>	<b>383,777</b>	<b>285,234</b>	<b>422,218</b>	<b>599,365</b>	<b>363,700</b>	<b>78,466</b>	<b>27.5%</b>	<b>2.0%</b>
<b>INTERGOVERNMENT:</b>								
FEDERAL GRANT TOTALS	89,120	374,638	157,872	369,518	63,839	(310,799)	-83.0%	0.3%
STATE GRANT TOTALS	17,627	0	1,677	1,712	8,993	8,993		0.0%
MOBILE HOME/TRAILER EXCISE	0	0	0	0	0	0		0.0%
MOTOR VEH EXCISE	0	0	0	0	0	0		0.0%
EQUALIZATION	0	0	0	0	0	0		0.0%
CITY ASSISTANCE	66,002	41,846	39,294	82,395	82,000	40,154	96.0%	0.4%
LOCAL GOV'T ASSISTANCE	0	0	0	0	0	0		0.0%
MVET - CRIMINAL JUSTICE	37,562	31,048	26,037	34,950	31,048	0		0.2%
CTED CRIMINAL JUSTICE	0	0	4,178	4,178	0	0		0.0%
LIQUOR EXCISE	109,834	55,165	0	0	18,000	(37,165)	-67.4%	0.1%
LIQUOR PROFITS	297,461	79,300	139,324	278,628	278,628	199,328	251.4%	1.5%
<b>TOTAL INTERGOVT:</b>	<b>\$617,605</b>	<b>\$581,997</b>	<b>\$368,382</b>	<b>\$771,381</b>	<b>\$482,508</b>	<b>(\$99,489)</b>	<b>-17.1%</b>	<b>2.6%</b>
<b>SERVICE CHARGES:</b>	<b>3,191,771</b>	<b>3,282,747</b>	<b>1,637,062</b>	<b>3,268,165</b>	<b>3,231,123</b>	<b>(58,708)</b>	<b>-1.8%</b>	<b>17.6%</b>
<b>INTERFUND CHGS:</b>	<b>377,680</b>	<b>401,201</b>	<b>149,137</b>	<b>441,201</b>	<b>415,114</b>	<b>13,913</b>	<b>3.5%</b>	<b>2.3%</b>
<b>FINES:</b>	<b>71,847</b>	<b>84,000</b>	<b>20,222</b>	<b>34,000</b>	<b>42,000</b>	<b>(42,000)</b>	<b>-50.0%</b>	<b>0.2%</b>
<b>INVESTMENT INCOME</b>	<b>30,820</b>	<b>22,000</b>	<b>18,041</b>	<b>36,000</b>	<b>37,000</b>	<b>15,000</b>	<b>68.2%</b>	<b>0.2%</b>
<b>OTHER MISC.</b>	<b>172,690</b>	<b>136,500</b>	<b>74,453</b>	<b>125,833</b>	<b>143,550</b>	<b>7,050</b>	<b>5.2%</b>	<b>0.8%</b>
<b>TOTAL MISC:</b>	<b>\$203,510</b>	<b>\$158,500</b>	<b>\$92,494</b>	<b>161,833</b>	<b>\$180,550</b>	<b>\$22,050</b>	<b>13.9%</b>	<b>1.0%</b>
<b>TOTAL REVENUES:</b>	<b>\$16,766,928</b>	<b>\$16,881,016</b>	<b>\$9,263,974</b>	<b>\$17,358,422</b>	<b>\$18,396,341</b>	<b>\$1,515,325</b>	<b>9.0%</b>	<b>100.0%</b>
<b>BEGINNING CASH:</b>	<b>1,096,723</b>	<b>1,840,864</b>	<b>1,840,864</b>	<b>1,840,864</b>	<b>2,741,092</b>	<b>900,227</b>	<b>48.9%</b>	
<b>TOTAL RESOURCES:</b>	<b>\$17,863,651</b>	<b>\$18,721,881</b>	<b>\$11,104,839</b>	<b>\$19,199,287</b>	<b>\$21,137,432</b>	<b>\$2,415,552</b>	<b>12.9%</b>	

**2014  
General Fund Budget: Operating Requests**

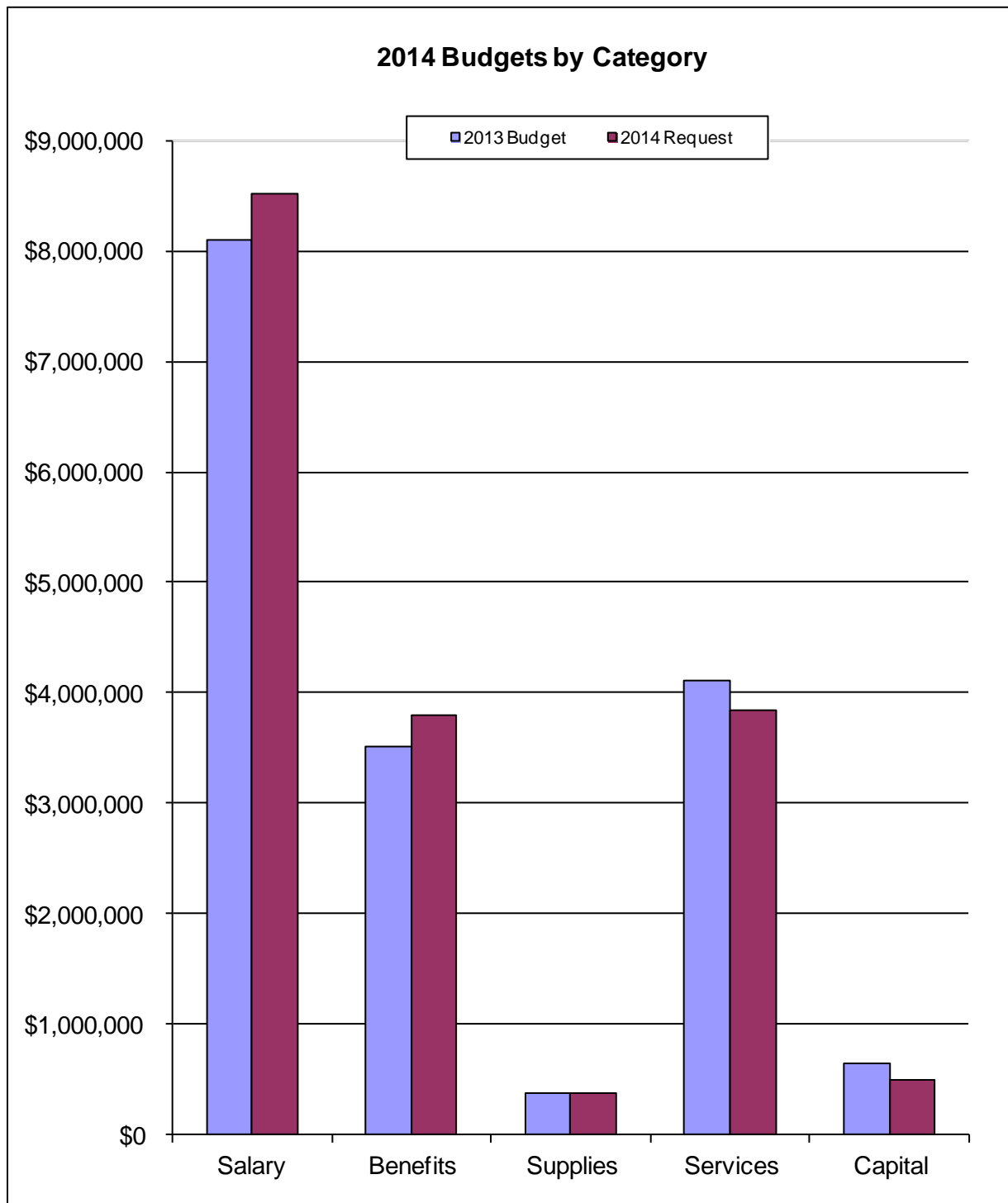


**2014 Total Operating Requests:  
\$16,718,378**





**2014 Total Requests:  
\$17,034,052**



**FUND NUMBER****TITLE****001****GENERAL FUND - EXPENDITURES**

**EXPENDITURES:** The Departmental Budget Request summary table lists 2013 General Fund Operating Expenditure requests totaling \$16,718,378. Overall, total operating requests represent an increase of 2.8 percent above the 2013 amended budget. Total expenditure requests, including capital expenditures and capital transfers total \$17,034,052. This is a 0.3 percent increase from the 2013 amended budget. Capital expenditure requests total \$315,674.

**ESTIMATED ENDING CASH:** This proposal establishes an estimated ending cash balance of \$4,103,381. It is the City Council's goal that this balance represents working capital equal to eight percent of operating expenditures (one month's expenditures) plus a five percent emergency reserve to provide funding for any unexpected expenditure requirements. The estimated cash balance exceeds this 13 percent goal. The projected ending cash balance, after CIP set aside, equals 22.65 percent of operating requests or about \$1,613,318 over goal.

**OBJECT TOTALS:** The following tables indicate the General Fund departmental requests by department and by expenditure category: salaries, benefits, supplies, general government expenditures, external support expenditures, operating transfers and capital expenditures, and transfers.

**Notice:** Readers may be used to seeing statements for financial activities showing both revenues and expenditures of an organization in one statement. For the General Fund, revenues into the General Fund are for the use of all the departments in the General Fund unless otherwise restricted. On the detail sheets and departmental sheets I have listed under the Total lines numbers that represent either the restricted use of the revenues or revenues that can be attributable to the department. This will enable the reader to see for expenditures how much was collected to offset those expenditures.

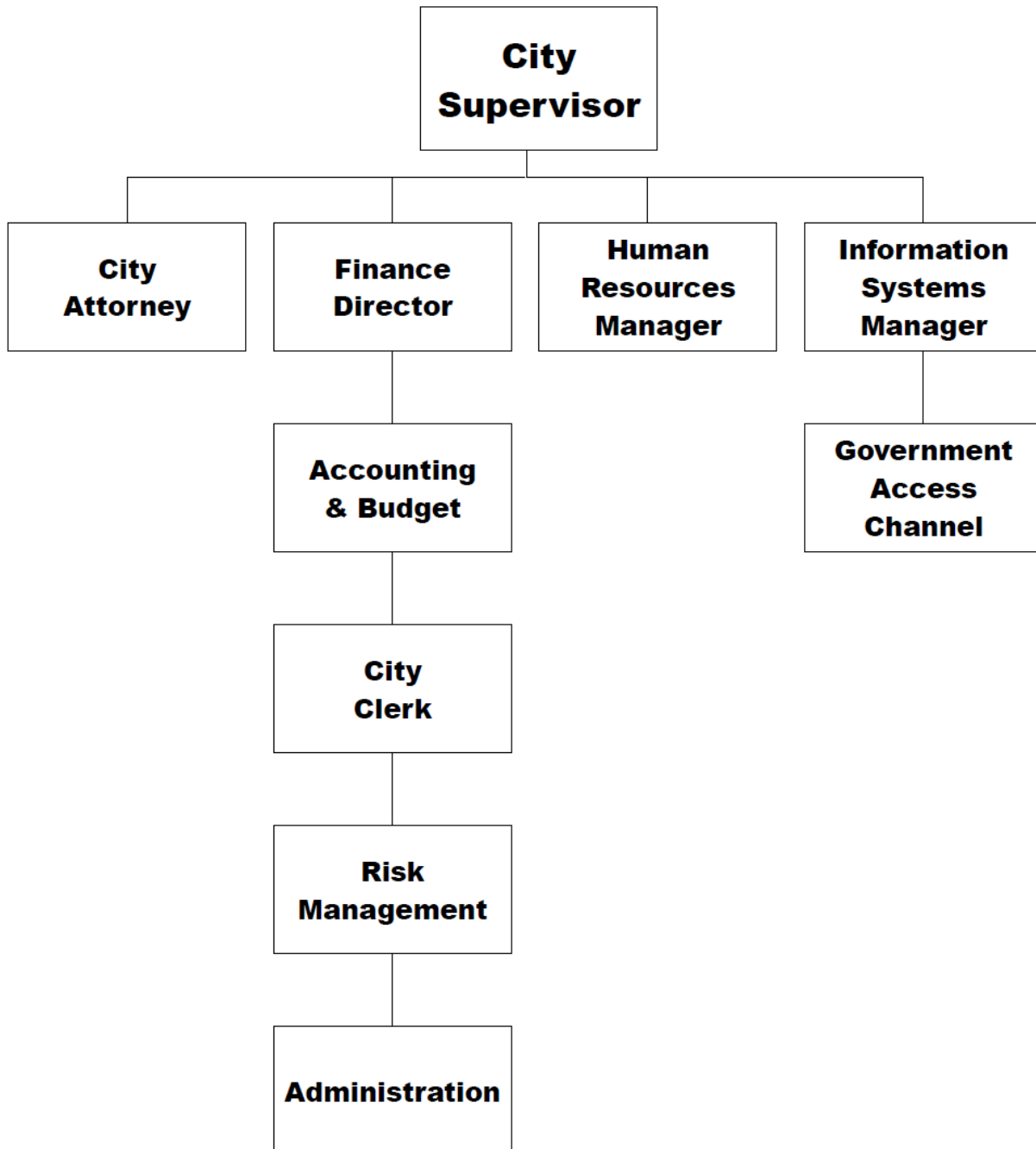
**GENERAL FUND DEPARTMENTAL BUDGET REQUESTS**

	2012	2013	YTD	2014		SHARE
	ACTUAL	AMENDED BUDGET	07/31/13	REQUEST	\$ CHANGE	OF TOTAL
DEPARTMENT TOTALS:						
ADMIN/FINANCE	1,153,000	1,252,093	704,478	1,268,800	16,707	1.3% 7.6%
POLICE	5,423,608	5,773,721	3,301,323	5,962,604	188,883	3.3% 35.7%
FIRE	4,457,249	4,359,337	2,388,993	4,633,357	274,020	6.3% 27.7%
PUBLIC WORKS	565,466	401,744	211,298	388,174	(13,570)	-3.4% 2.3%
PLANNING	257,557	259,691	145,700	318,834	59,143	22.8% 1.9%
PUBLIC SERVICE	2,515,113	2,698,596	1,479,606	2,641,552	(57,044)	-2.1% 15.8%
G.GOV'T/EXT SUPPORT	208,290	286,714	233,667	214,038	(72,676)	-25.3% 1.3%
LIBRARY	1,131,580	1,178,885	592,072	1,235,729	56,844	4.8% 7.4%
OPERATING TRANSFERS						
EQUIPMENT RENTAL DIVISION	61,923	61,923	61,923	19,351	(42,572)	0.1%
INFO SYS-GOV'T ACCESS CHANNEL	4,684	4,159	4,159	3,926	(233)	0.0%
GOVT BUILDINGS	18,509	0	0	0	0	
AIRPORT	32,013	32,013	32,013	32,013	0	0.0% 0.2%
TOTAL OPERATING:	\$15,828,991	\$16,308,876	\$9,155,233	\$16,718,378	\$409,502	2.5% 100.0%
PERCENTAGE CHANGE:	2.5%					
CAPITAL OUTLAYS:						
C.I.P. PROJECTS	132,994	675,391	108,417	315,674	(359,717)	-270.5%
CAPITAL TRANSFERS:						
OTHER FUNDS	11,803	0	0	0	0	
TOTAL CAPITAL:	\$144,797	\$675,391	\$108,417	\$315,674	(\$359,717)	-53.3%
TOTAL GENERAL FUND:						
	\$15,973,789	\$16,984,267	\$9,263,649	\$17,034,052	\$49,785	0.29%
PERCENTAGE CHANGE:	0.3%					
+ ENDING CASH	2,137,577	1,737,613	1,766,390	4,103,381	2,365,767	
TOTAL USES:	\$18,111,366	\$18,721,881	\$11,030,039	\$21,137,432	\$2,415,552	

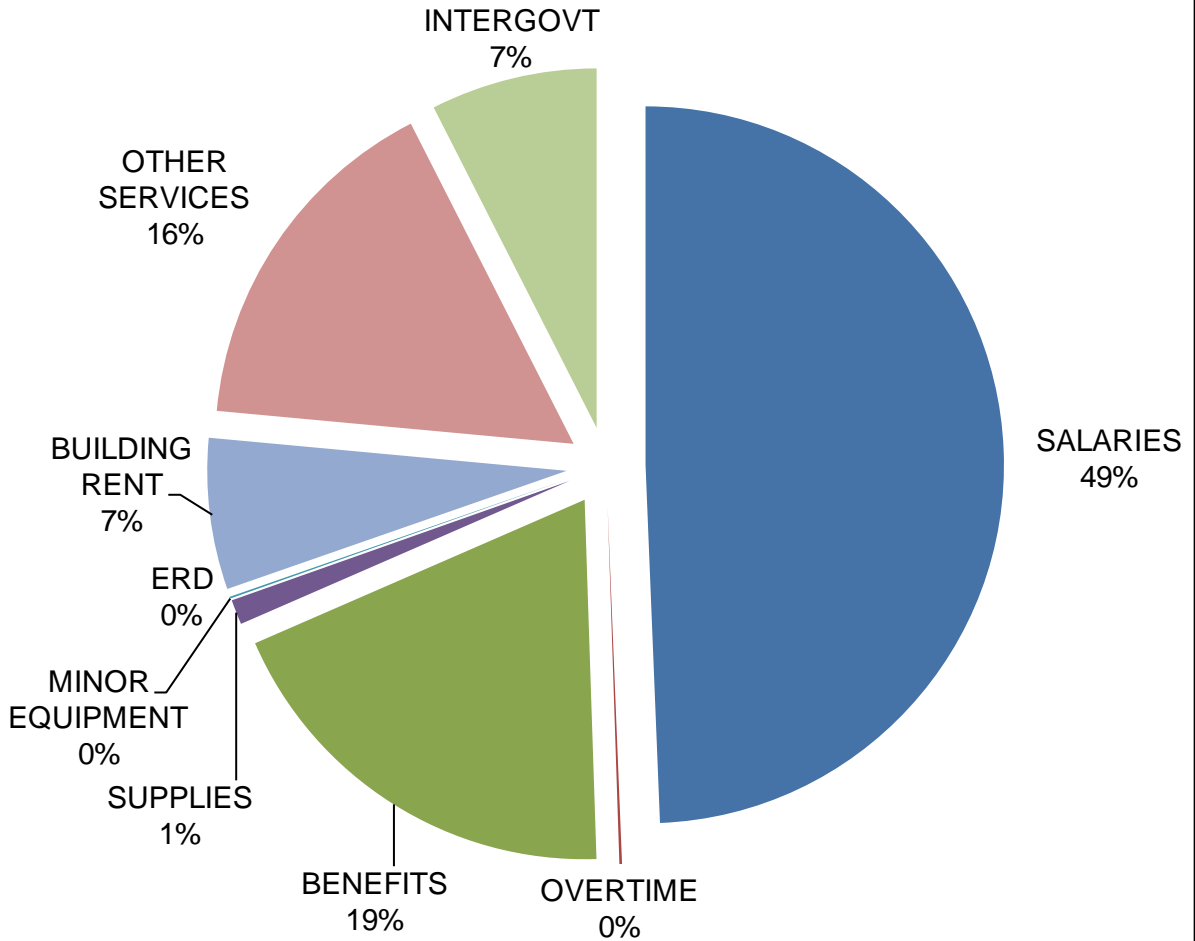
	2012	2013	YTD	2014	
	ACTUAL	AMENDED BUDGET	07/31/13	REQUEST	\$ CHANGE
<b>ALL DEPARTMENTS</b>					
SALARIES	7,586,596	7,588,363	4,358,713	7,997,346	408,983 5.4%
OVERTIME	588,753	507,441	271,934	524,843	17,402 3.4%
BENEFITS	3,408,382	3,515,331	1,925,642	3,796,434	281,103 8.0%
SUPPLIES	347,937	379,834	179,884	380,068	234 0.1%
MINOR CAPITAL, BOOKS	170,082	125,964	57,352	173,632	47,668 37.8%
ERD RENTAL	674,947	884,731	437,401	882,515	(2,216) -0.3%
BUILDING RENT	862,743	850,102	425,051	790,618	(59,484) -7.0%
OTHER SERVICES	220,185	1,129,727	643,316	950,512	(179,215) -15.9%
INFO SYS/INTERGOVT	1,643,946	942,574	524,179	953,082	10,508 1.1%
<b>TOTAL DEPT OPERATING:</b>	<b>\$15,503,572</b>	<b>\$15,924,067</b>	<b>\$8,823,471</b>	<b>\$16,449,050</b>	<b>\$524,983 3.3%</b>
GENERAL GOV'T	198,933	283,520	232,317	208,105	(75,415) -26.6%
EXTERNAL SUPPORT	9,357	3,194	1,350	5,933	2,739 85.7%
OPER. TRANSFERS:	127,028	98,095	98,095	55,290	(42,805) -43.6%
<b>TOTAL OPERATING:</b>	<b>\$15,838,890</b>	<b>\$16,308,876</b>	<b>\$9,155,233</b>	<b>\$16,718,378</b>	<b>\$409,502 2.5%</b>
CAPITAL OUTLAYS	144,797	675,391	\$108,417	315,674	(359,717) -53.3%
<b>GRAND TOTAL:</b>	<b>\$15,983,688</b>	<b>\$16,984,267</b>	<b>\$9,263,649</b>	<b>\$17,034,052</b>	<b>\$49,785 0.3%</b>



**City of Pullman**  
**Administration & Finance**



## ADMINISTRATION AND FINANCE



**TOTAL OPERATING REQUEST:**  
**\$1,268,800**

# GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2012	2013	YTD	2014	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/13</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>ADMINISTRATION AND FINANCE</b>					
SALARIES	587,030	610,411	351,098	626,246	15,835
OVERTIME	790	1,750	404	1,500	(250)
BENEFITS	215,558	233,271	132,426	240,946	7,675
SUPPLIES	12,990	13,050	6,433	14,250	1,200
MINOR EQUIPMENT	107	1,000	187	1,000	0
ERD	0	0	0	0	0
BUILDING RENT	81,198	71,973	35,987	86,293	14,320
OTHER SERVICES	81,088	202,850	123,391	203,550	700
INFO SYS/INTERGOVT	174,238	117,788	54,553	95,015	(22,773)
<b>TOTAL OPERATING:</b>	<b>\$1,153,000</b>	<b>\$1,252,093</b>	<b>\$704,478</b>	<b>\$1,268,800</b>	<b>\$16,707</b>
	\$296,388	\$322,573	\$168,370	\$311,489	

**ACTIVITY:**

Legislative

**ACTIVITY DESCRIPTION:**

Policy direction and guidance of future municipal activities.

**GOAL:**

The mission of the Pullman City Council is to provide visionary leadership in policy making to enable the city to provide quality services at reasonable rates.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Responding to public input. Increasing public awareness. Adoption of annual city goals. Knowledge of overall city activities. Conducting City Council meetings each month which address relevant and timely issues. Participating in assigned boards, commissions, and committees.

**BUDGET:**

\$159,518

**MAJOR BUDGET CHANGES:**

There are no municipal elections or related costs for 2014. Building rental fees are up for 2014. The AWC fee is also projected to be slightly higher.

**MEASUREMENT TECHNIQUE:**

Council to provide legally required decisions, policy direction by means of identified goals, implementation of policy goals through budget and public contact/awareness/education.

# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>LEGISLATIVE</b>					
<b>SALARIES</b>	24,636	25,200	14,700	25,200	0
<b>OVERTIME</b>	0	0	0		
<b>BENEFITS</b>	1,984	2,043	1,181	2,029	(14)
<b>SUPPLIES</b>	4,153	2,000	1,182	3,000	1,000
<b>MINOR EQUIPMENT</b>	0	0	0		
<b>ERD RENTAL</b>	0	0	0		
<b>BUILDING RENT</b>	35,968	31,882	15,941	38,226	6,344
<b>OTHER SERVICES</b>	16,646	24,000	13,947	27,000	3,000
<b>AWC;INTGOVT</b>	57,541	90,971	62,116	64,063	(26,908)
<b>TOTAL:</b>	<b>\$140,928</b>	<b>\$176,096</b>	<b>\$109,067</b>	<b>\$159,518</b>	<b>(\$16,578)</b>

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Number Elected</b>
Councilmembers	7.00
<b>Total</b>	<b>7.00</b>

**ACTIVITY:**

Mayor

**ACTIVITY DESCRIPTION:**

Overall administrative coordination of municipal activities. Major spokesperson for city before state agency hearings and legislative activities. Responsible for board and commission appointments. Serves as chair for Pullman-Moscow Regional Airport Board as well as maintaining contact with other regional organizations. Provide for public education and contact as appropriate.

**GOAL:**

Ensure that City Council policies are carried out in a timely manner. Increase (or decrease) as necessary state and regional contacts in order to maintain representation of city position(s) on issues. Maintain a full roster of members on various boards and commissions. Increase public awareness of municipal activities and issues.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Delegation of appropriate activities to City Supervisor and others, especially administrative coordination and carrying out City Council policies. Quality representation of city before state and regional bodies. Boards and commissions have a full roster of members. Public awareness of municipal government activities enhanced by news releases, public group talks/presentations, and individual contacts. Represent the city at community events. The budgeted service level provides for the carrying out of these responsibilities by one budgeted position.

**BUDGET:**

\$21,070

**MAJOR BUDGET CHANGES:**

No major changes

**MEASUREMENT TECHNIQUE:**

City Council and public review of Mayor's activities and providing of feedback as appropriate.

# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>MAYOR</b>					
<b>SALARIES</b>	17,053	17,000	9,917	17,000	0
<b>OVERTIME</b>	0	0	0		
<b>BENEFITS</b>	1,548	1,432	900	1,570	138
<b>SUPPLIES</b>	5	200	0	50	(150)
<b>MINOR EQUIPMENT</b>	0	0	0		
<b>ERD RENTAL</b>	0	0	0		
<b>BUILDING RENT</b>	0	0	0		
<b>OTHER SERVICES</b>	0	2,000	219	2,450	450
<b>INTERGOVERNMENT</b>	1,372	0	0		
<b>TOTAL:</b>	<b>\$19,978</b>	<b>\$20,632</b>	<b>\$11,036</b>	<b>\$21,070</b>	<b>\$438</b>

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Number Elected</b>
Mayor	1.00
<b>Total</b>	<b>1.00</b>

**ACTIVITY:**

City Supervisor

**ACTIVITY DESCRIPTION:**

Supervises, administers, and coordinates the activities of city departments.

**GOAL:**

Create an organizational environment which is characterized by responsiveness to the citizens of Pullman, effectiveness in carrying out City Council directives, and competence in managerial practices conducive to employee motivation, cost efficiencies, and overall productivity.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Responsiveness to citizen needs based on citywide perspective rather than narrow interests.

Presentation directly and through departments of quality staff reports so that the City Council will have the necessary information needed to make rational policy decisions.

Effectiveness in carrying out City Council directives through ordinances, resolutions, program development, or other vehicles.

Competence in managerial practices as reflected by balanced budgets, motivated employees, and high overall organizational productivity.

The budgeted service level provides funding for carrying out these responsibilities by one full-time position. Outside consulting assistance, such as in labor relations, is normally charged to the appropriate department.

**BUDGET:**

\$156,366

**MAJOR BUDGET CHANGES:**

2014 budget includes a programmed salary step increase.



**MEASUREMENT TECHNIQUE:**

Feedback on performance will be given through performance evaluations and discussions at goal-setting sessions, City Council workshops, employee chats, etc.

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# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>CITY SUPERVISOR</b>					
<b>SALARIES</b>	103,731	111,060	64,785	116,616	5,556
<b>OVERTIME</b>	0	0	0		
<b>BENEFITS</b>	28,620	33,656	19,083	34,700	1,044
<b>SUPPLIES</b>	11	0	4	50	50
<b>MINOR EQUIPMENT</b>	0	0	0		
<b>ERD RENTAL</b>	0	0	0		
<b>BUILDING RENT</b>	0	0	0		
<b>OTHER SERVICES</b>	0	3,900	1,026	5,000	1,100
<b>INTERGOVERNMENT</b>	2,855	0	0		0
<b>TOTAL:</b>	<b>\$135,218</b>	<b>\$148,616</b>	<b>\$84,898</b>	<b>\$156,366</b>	<b>\$7,750</b>

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
City Supervisor	1.00
<b>Total</b>	<b>1.00</b>

**ACTIVITY:**

Finance

**ACTIVITY DESCRIPTION:**

Provide accounting, budgeting, auditing, and financial reporting services for all City activities plus the Pullman-Moscow Airport; maintain official City records and City clerk functions; provide administrative support to elected officials, management and staff; establish and manage financial and accounting; oversee all City risk management and insurance programs covering property and liability exposures; serve on labor contract negotiation team.

**GOAL:**

Produce, interpret and disseminate correct and timely financial data and services to ensure that the City's resources are used in the most efficient manner, consistent with City Council's budget directives.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Monitor overall City budget; confirm that resources are sufficient to sustain this budget.

Maintain the City's financial/accounting and reporting systems free of major audit findings.

**BUDGET:**

\$ 744,646

**MAJOR BUDGET CHANGES:**

None

**MEASUREMENT TECHNIQUE:**

Maintain annual reports free of major audit findings. Install accounting and reporting methods to conform to federal and state standards. Provide timely and relevant data to departments for improved budget management. Ensure access to, and location of, all official files and records as well as Public Records requests. Minimize liability exposures and insurance costs.

# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>FINANCE</b>					
<b>SALARIES</b>	368,263	383,807	218,912	394,086	10,279
<b>OVERTIME</b>	790	1,750	404	1,500	(250)
<b>BENEFITS</b>	163,089	173,418	98,966	180,041	6,623
<b>SUPPLIES</b>	6,760	8,100	4,484	7,900	(200)
<b>MINOR EQUIPMENT</b>	107	1,000	187	1,000	0
<b>ERD RENTAL</b>	0	0	0	0	0
<b>BUILDING RENT</b>	45,230	40,091	20,046	48,067	7,976
<b>OTHER SERVICES</b>	23,547	84,950	36,842	81,100	(3,850)
<b>INFOSYS/INTGOVT</b>	65,273	26,817	13,409	30,952	4,135
<b>TOTAL:</b>	<b>\$673,059</b>	<b>\$719,933</b>	<b>\$393,248</b>	<b>\$744,646</b>	<b>\$24,713</b>
	296,388	322,573	168,370	311,489	

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Finance Director	1.00
Accounting Manager	1.00
Accountant	1.00
Accounting Specialist	2.00
Deputy City Clerk	1.00
Executive Assistant	1.00
Administrative Clerk	0.50
<b>Total</b>	<b>7.50</b>

**ACTIVITY:**

City Attorney

**ACTIVITY DESCRIPTION:**

Perform necessary legal work and provide legal advice to the City Council, Mayor, Commissions and Boards, City Supervisor, and various City departments.

**GOAL:**

Strive to have City policies, procedures, and actions formulated and conducted within the scope of its legal authority.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Preservation of the City's legal integrity. Maintenance of City Code to conform with state and local legislative changes.

**BUDGET:**

\$84,500

**MAJOR BUDGET CHANGES:**

A small amount (\$500) has been included to account for occasional miscellaneous expenses.

**MEASUREMENT TECHNIQUE:**

Implementation of goals established with City Council and Administration.

Hold legal challenges against the City to a minimum.

# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>CITY ATTORNEY</b>					
SALARIES	0	0	0		
OVERTIME	0	0	0		
BENEFITS	0	0	0		
SUPPLIES	0	0	0	500	500
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
INFO SYSTEMS	0	0	0		
OTHER SERVICES	86,310	84,000	49,000	84,000	0
INTERGOVERNMENT	0	0	0		
<b>TOTAL:</b>	<b>\$86,310</b>	<b>\$84,000</b>	<b>\$49,000</b>	<b>\$84,500</b>	<b>\$500</b>

<b>AUTHORIZED STAFFING</b>	
Position	Number
City Attorney	1.00
<b>Total</b>	<b>1.00</b>

**ACTIVITY:**

Human Resources

**ACTIVITY DESCRIPTION:**

Provides comprehensive human resource management services for all City departments; maintains and administers employee benefits and the pay and classification plan; develops and monitors an equal employment recruitment program; serves as the safety officer; and coordinates Drug and Alcohol Testing program; administers all other personnel matters including New Hire and Employee Assistance Programs; participates in labor negotiations.

**GOAL:**

Locate best qualified candidates for open positions within a reasonable time frame.

Provide assistance to management and staff in all areas of human resource management so that a cohesive working relationship is maintained in accordance with professional standards, state and federal laws, labor contracts, and City policies and procedures.

To obtain the best available training materials within the budget provided.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Responsiveness to the needs of department heads, City employees, and job applicants.

Effectiveness in filling employment positions within the City.

Ability to provide training methods and other functions to assist staff development.

Ability to track federal and state mandated programs such as the Family and Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPPA), and the New Hire Reporting Act.

The budgeted service level allows for the provision of these responsibilities through one full-time position and provides the additional resources needed to provide and track citywide training that includes Diversity Training, Effective Supervisory Training, Sexual Harassment, Employment and Labor Law, Safety, and other training as needed. Manage the labor



relations activities of the City.

**BUDGET:**

\$102,700

**MAJOR BUDGET CHANGES:**

No Major budget changes

**MEASUREMENT TECHNIQUE:**

Through performance evaluation and goal-setting sessions with City Supervisor.

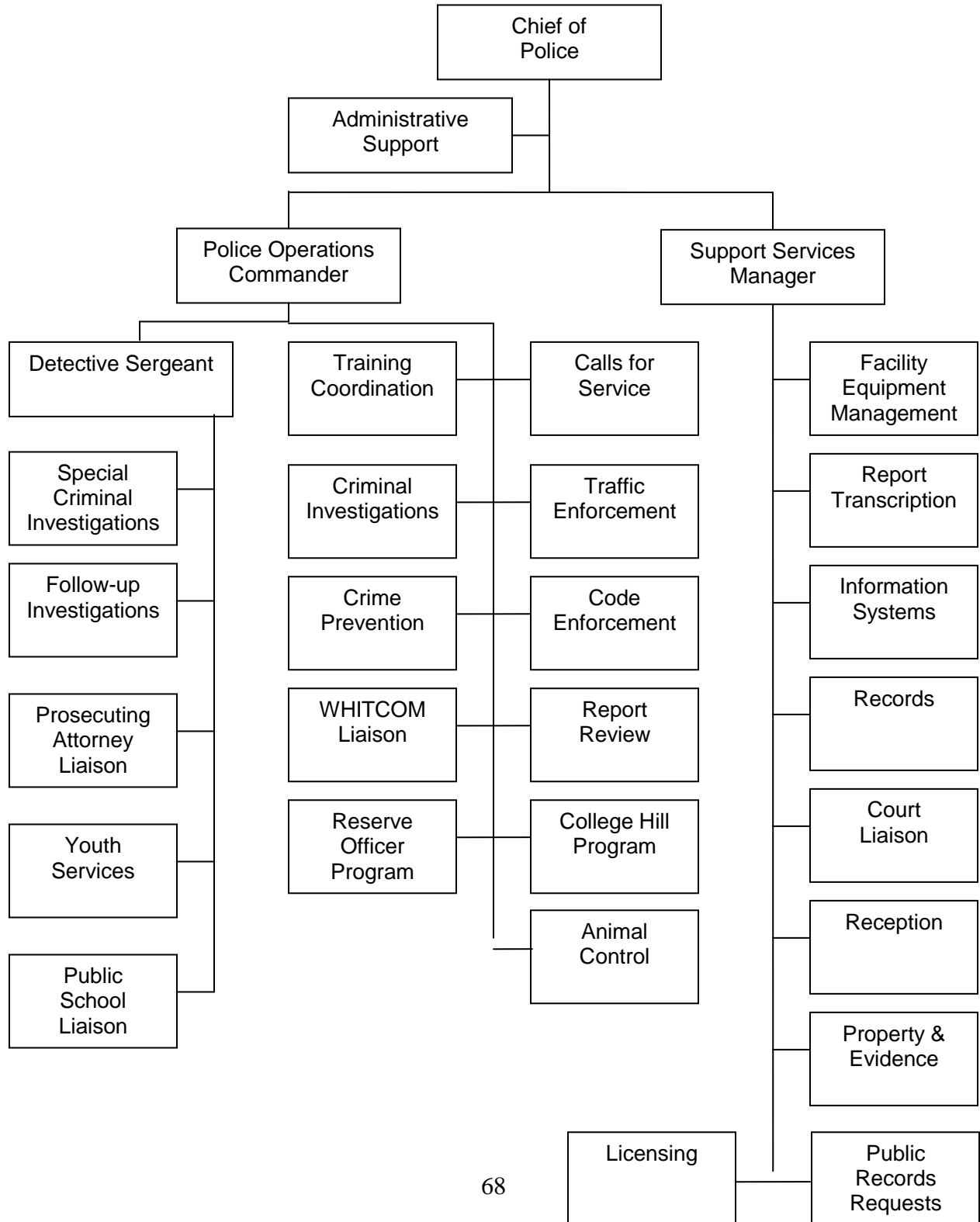
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# **GENERAL FUND 2014 BUDGET REQUESTS**

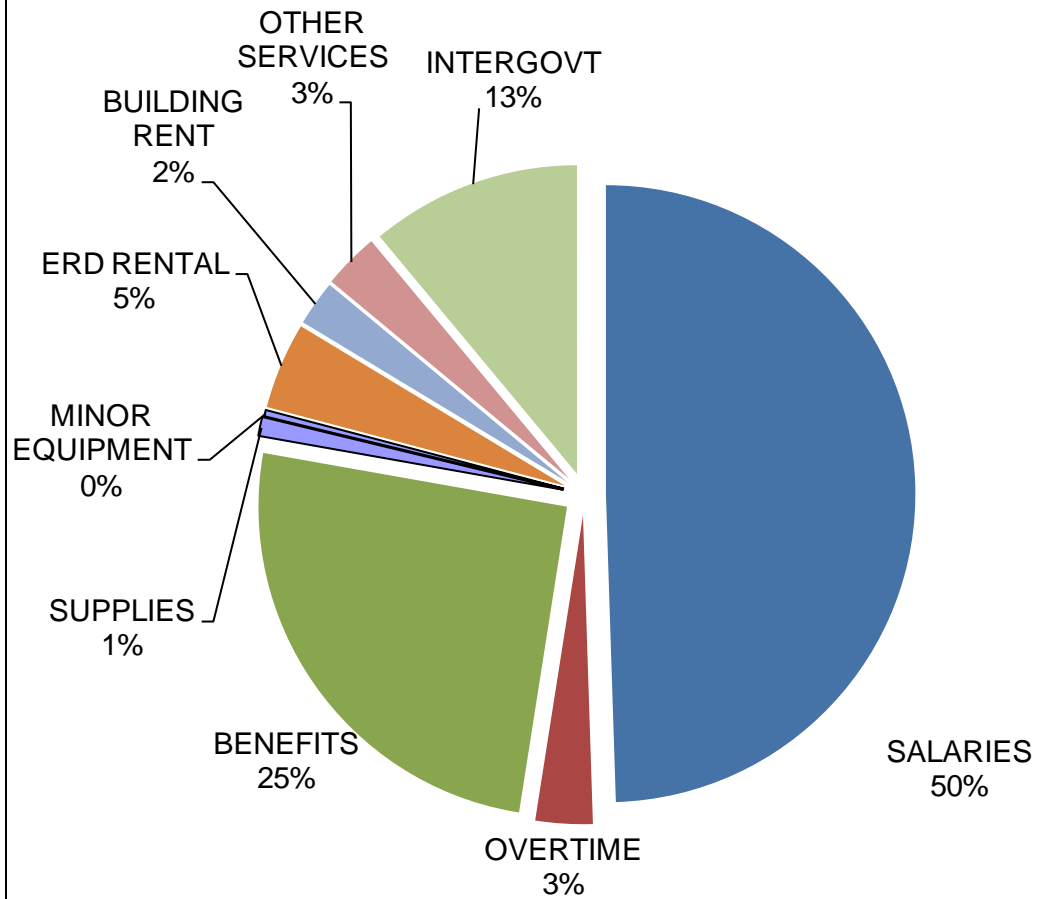
	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>HUMAN RESOURCES</b>					
<b>SALARIES</b>	73,347	73,344	42,784	73,344	0
<b>OVERTIME</b>	0	0	0		
<b>BENEFITS</b>	20,318	22,722	12,296	22,606	(116)
<b>SUPPLIES</b>	2,061	2,750	763	2,750	0
<b>MINOR EQUIPMENT</b>	0	0	0		
<b>ERD RENTAL</b>	0	0	0		
<b>BUILDING RENT</b>	0	0	0		
<b>OTHER SERVICES</b>	0	4,000	1,386	4,000	0
<b>INTERGOVERNMENT</b>	1,782	0	0	0	
<b>TOTAL:</b>	<b>\$97,508</b>	<b>\$102,816</b>	<b>\$57,229</b>	<b>\$102,700</b>	<b>(\$116)</b>

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Human Resources Manager	1.00
<b>Total</b>	<b>1.00</b>

# CITY OF PULLMAN POLICE DEPARTMENT



## POLICE



**TOTAL OPERATING REQUEST:**  
**\$5,962,604**

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# **GENERAL FUND DEPARTMENTAL BUDGET REQUESTS**

	<b>2012</b>	<b>2013</b>	<b>YTD</b>	<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>AMENDED BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>POLICE</b>					
<b>SALARIES</b>	2,603,750	2,761,898	1,597,622	2,950,665	188,767
<b>OVERTIME</b>	155,667	164,824	61,822	178,400	13,576
<b>BENEFITS</b>	1,279,244	1,309,855	764,343	1,509,115	199,260
<b>SUPPLIES</b>	94,259	51,250	23,846	58,996	7,746
<b>MINOR EQUIPMENT</b>	25,178	6,155	5,163	19,755	13,600
<b>ERD RENTAL</b>	249,901	300,854	150,651	270,435	(30,419)
<b>BUILDING RENT</b>	153,748	146,433	73,217	141,730	(4,703)
<b>OTHER SERVICES</b>	665,935	382,452	245,248	175,060	(207,392)
<b>INFO SYS/INTERGOVT</b>	195,926	650,000	379,411	658,448	8,448
<b>TOTAL:</b>	<b>\$5,423,608</b>	<b>\$5,773,721</b>	<b>\$3,301,323</b>	<b>\$5,962,604</b>	<b>\$188,883</b>
	\$674,624	\$800,673	\$306,775	\$582,802	

**ACTIVITY:**

Law Enforcement and Detention

**ACTIVITY DESCRIPTION:**

Serve and protect persons and property in the City of Pullman. Enforce Pullman City Code, federal and state laws; maintain peace and order; protect property; assure personal safety; and assist citizens in urgent situations. Provide for general animal control, enforcement of laws pertaining to domestic animals and parking violation enforcement. This activity includes uniformed police officers, records specialists, and parking enforcement officers/code enforcement officers.

**GOAL:**

Identify and arrest criminals. Aggressively pursue crime prevention and problem solving approaches utilizing a community policy philosophy, including the College Hill officer concept and the youth services officer in the public schools. Provide traffic safety with consistent traffic enforcement. Address narcotics with enforcement on a local and regional level. Address City Council goals and the recommendations provided by the Washington Association of Sheriffs and Police Chiefs assessment.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Feedback regarding levels of safety in the community; properly addressing traffic safety; impact crime through successful investigations and crime prevention. Feedback from police staff, Police Advisory Committee and City Council regarding the department being progressive and positively addressing goals and concerns.

**BUDGET:**

\$5,693,528

**MAJOR BUDGET CHANGES:**

Two police officer and one 4/5 records specialist vacancies are budgeted to be filled. Represented employees receive a



3 percent salary increase per the Collective Bargaining Agreement. Most of the costs for the Department of Justice Smart Policing grant have been expended, with some research related costs extending into 2014.

Major Capital includes seven body-worn cameras (\$11,000), body-worn camera warranty and video storage (\$10,742), Livescan machine replacement (\$13,000), thirteen TASERS (\$16,000), crime analysis software (\$22,000), and radio purchase financing (\$17,516).

Minor Capital includes replacement printer (\$450) and typewriter (\$300) for records, portable printer for detectives (\$200), desktop computer for the Quad Cities Drug Task Force (\$1,500), squad room training monitor (\$900) and sound system (\$250), three SWAT radio headsets (\$960), SWAT night vision (\$3,200) and helmet mount assembly (\$220), three portable radios for reserve officers (\$5,175), two laptops for training (\$2,200), and a mobile data computer for Animal Control/Code Enforcement vehicle (\$4,400).

#### **MEASUREMENT TECHNIQUE:**

Feedback from the Police Advisory Committee, City Council, police staff and citizens; crime and clearance rate changes.

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# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>LAW ENFORCEMENT AND DETENTION</b>					
<b>SALARIES</b>	2,603,750	2,761,898	1,597,622	2,950,666	188,768
<b>OVERTIME</b>	155,667	164,824	61,822	178,400	13,576
<b>BENEFITS</b>	1,279,244	1,309,855	764,343	1,509,114	199,259
<b>SUPPLIES</b>	94,240	51,250	23,846	58,996	7,746
<b>MINOR EQUIPMENT</b>	25,178	6,155	5,163	19,755	13,600
<b>ERD RENTAL</b>	249,901	300,854	150,651	270,435	(30,419)
<b>BUILDING RENT</b>	153,748	146,433	73,217	141,730	(4,703)
<b>INFO SYSTEMS</b>	34,799	33,924	16,962	42,372	8,448
<b>OTHER SERVICES</b>	145,676	328,558	218,299	175,060	(153,498)
<b>INTERGOVERNMENT</b>	349,636	347,000	173,500	347,000	0
<b>TOTAL:</b>	<b>\$5,091,838</b>	<b>\$5,450,751</b>	<b>\$3,085,425</b>	<b>\$5,693,528</b>	<b>\$242,777</b>
	644,834	771,459	305,412	580,602	

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Police Chief	1.00
Police Operations Commander	1.00
Support Services Manager	1.00
Police Administrative Assistant	1.00
Information Services Specialist	1.00
Sergeant: Patrol	3.00
Special Operations Sergeant	1.00
Officer: Patrol	17.00
Detective	4.00
Officer: Youth Services	1.00
Code Enforcement Officers	3.00
Records Specialist	6.80
Property/Evidence Specialist	1.00
<b>Total</b>	<b>41.80</b>

**ACTIVITY:**

Communications

**ACTIVITY DESCRIPTION:**

Services provided by WHITCOM, consolidated dispatch and call taking, under interlocal agreement.

**GOAL:**

Quality dispatching of Pullman police, fire and emergency medical services.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Feedback from officers and the public on the service level provided by WHITCOM.

**BUDGET:**

\$218,940

WHITCOM contributions are \$218,940.

**MAJOR BUDGET CHANGES:**

WHITCOM contributions are unchanged. Last year an additional \$53,894 was budgeted to pay the Pullman Information Services Department (IS) for WHITCOM information system incurred costs. Most of those costs were ultimately reimbursed to the City by Whitcom. Beginning in 2014, WHITCOM will pay Pullman IS department directly for support as it is provided.

**MEASUREMENT TECHNIQUE:**

Number of calls received and dispatched. Reports from police staff, the public and the WHITCOM executive board.

# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>COMMUNICATIONS</b>					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	19	0	0		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	6	53,894	26,949		(53,894)
INTERGOVERNMENT	281,500	218,940	164,205	218,940	0
<b>TOTAL:</b>	<b>\$281,526</b>	<b>\$272,834</b>	<b>\$191,154</b>	<b>\$218,940</b>	<b>(\$53,894)</b>
	27,014	27,014	0	0	

**ACTIVITY:**

Animal Control

**ACTIVITY DESCRIPTION:**

Fulfillment of the contract extension with Whitman County Humane Society. Maintenance of the shelter facility.

**GOAL:**

Provide for shelter facilities for animals impounded by code enforcement officers. Promote responsible pet ownership, increase adoptions and reduce euthanasia.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Monthly reports submitted by the Whitman County Humane Society, and feedback from police staff and the public.

**BUDGET:**

\$50,136

**MAJOR BUDGET CHANGES:**

None.

**MEASUREMENT TECHNIQUE:**

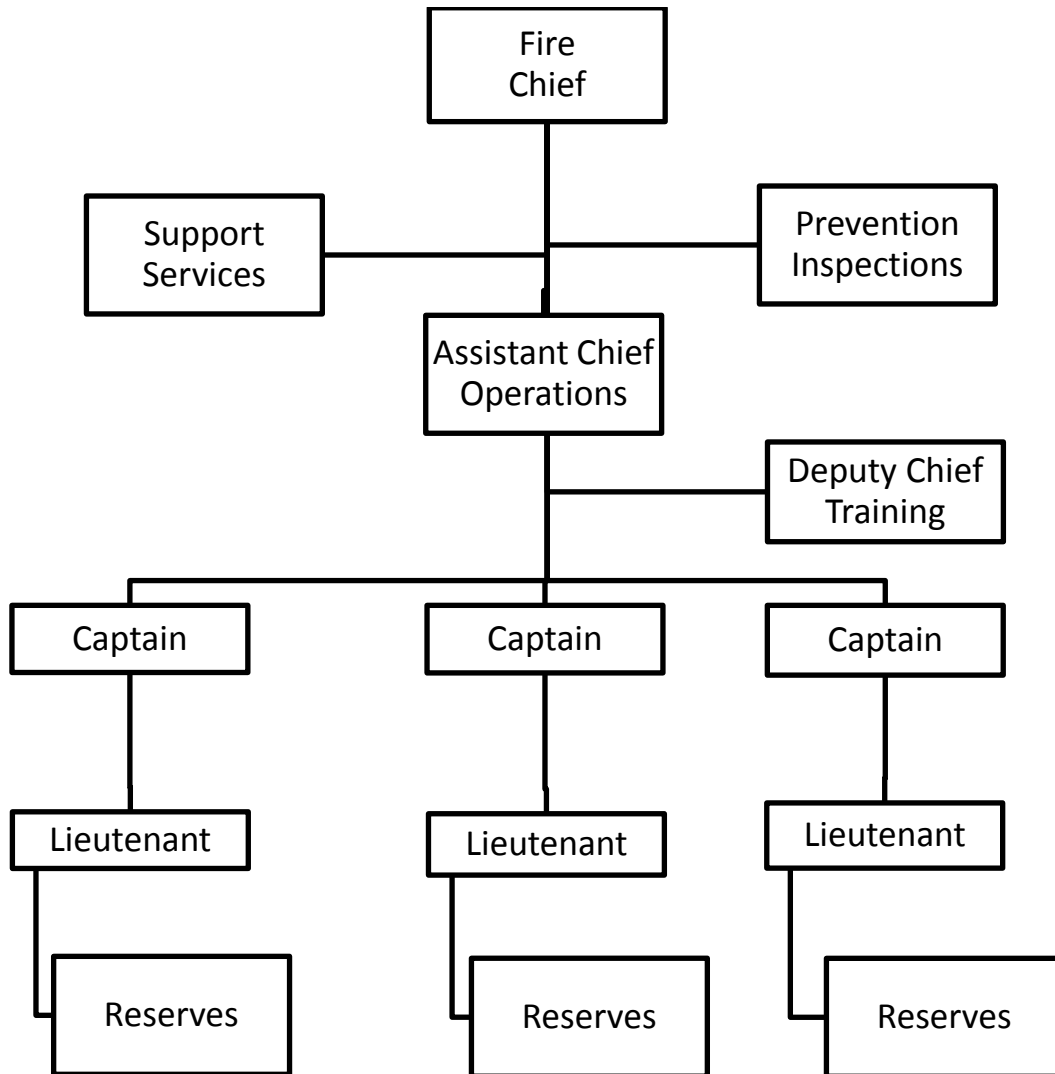
Monthly report of activity from the Humane Society. Reports from police staff and the public.

# **GENERAL FUND 2014 BUDGET REQUESTS**

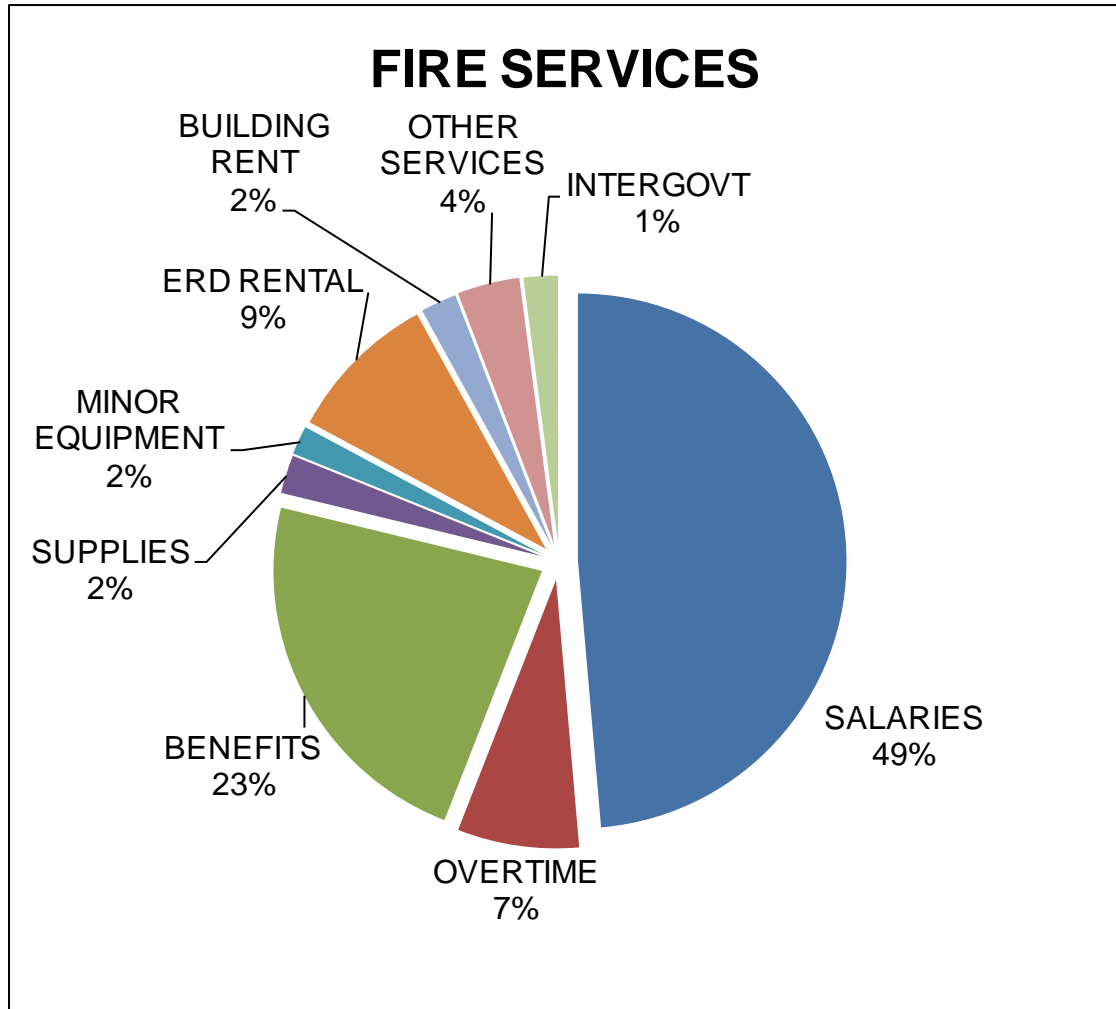
	<u>2012</u> <u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>07/31/13</u>	<u>2014</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>ANIMAL CONTROL</b>					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	0	0	0		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	0	0	0		0
INTERGOVERNMENT	50,244	50,136	24,744	50,136	0
<b>TOTAL:</b>	<b>\$50,244</b>	<b>\$50,136</b>	<b>\$24,744</b>	<b>\$50,136</b>	<b>\$0</b>
	2,776	2,200	1,363	2,200	

# City of Pullman

## Fire Department







**TOTAL OPERATING REQUEST:**  
**\$4,633,357**

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# GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2012 <u>ACTUAL</u>	2013 AMENDED <u>BUDGET</u>	YTD <u>07/31/13</u>	2014 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>FIRE SERVICES</b>					
SALARIES	2,275,296	2,126,131	1,207,829	2,252,804	126,673
OVERTIME	423,594	335,038	207,763	339,114	4,076
BENEFITS	1,007,363	996,154	556,271	1,058,807	62,653
SUPPLIES	89,705	112,684	34,764	107,300	(5,384)
MINOR EQUIPMENT	43,263	55,103	15,610	79,860	24,757
ERD RENTAL	281,996	388,548	194,274	424,811	36,263
BUILDING RENT	110,882	120,625	60,312	100,911	(19,714)
OTHER SERVICES	156,155	146,530	67,395	173,948	27,418
INFO SYS/INTERGOVT	68,996	78,524	44,774	95,802	17,278
<b>TOTAL OPERATING:</b>	<b>\$4,457,249</b>	<b>\$4,359,337</b>	<b>\$2,388,993</b>	<b>\$4,633,357</b>	<b>\$274,020</b>
	\$2,301,634	\$2,209,468	\$1,391,364	\$2,376,010	

**ACTIVITY:**

Fire Operations and Prevention Activities

**ELEMENTS:**

Administration, Suppression Operations, Fire Training, Prevention Operations, Vehicle Maintenance and Facilities.

**ACTIVITY DESCRIPTION:**

Administration operations including ambulance billing.

Fire suppression operations, fire equipment and fire training for all fire related activities.

Prevention operations to include pre-fire planning, inspections, fire investigation, public education and fire prevention training.

Fire station facility maintenance for two fire stations, four fire apparatus and three staff vehicle maintenance and amortization.

**GOAL:**

To save lives, protect property, and ensure the safety of the community when an incident occurs.

To provide suppression, prevention and public education services to the citizens of Pullman and Washington State University.

To reduce the incidents of fires through plan reviews, public education, inspections and fire cause determination.

Ensure that all employees are provided with the proper equipment and training to perform their jobs safely and proficiently.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Provide a five minute or less response for initial arriving personnel and response apparatus to incidents.

Reduction of the number of fires by fire prevention and public education activities and cause determinations.

To provide and maintain a quality and an effective suppression and prevention training program so that all members perform with proficiency.

**BUDGET:**

\$2,667,727

**MAJOR BUDGET CHANGES:**

The Fire budget for this year was reduced by \$69,809. The major reduction changes were the completion of the new fire engine purchase of \$175,500, moving the fire percentage of the Reserve salary and benefits of \$309,800 to the Ambulance budget to better facilitate the tracking of costs.

There were still several increase changes in the Fire budget. One was the reallocation of the training officer's salary, overtime and benefits for \$131,394 from the Ambulance budget. This was done to better facilitate tracking of expenses.

Another increase change was the adjustment of salaries, overtime and benefits for the recently negotiated labor contract.

The other major increase changes were in fire apparatus amortization for \$104,534, information services for \$12,278 and the reallocation of the ambulance building maintenance to the Fire budget of \$40,598 for better tracking. These increases were due to placing all of the fire apparatus in amortization to assist with fleet replacement and to reflect the extra maintenance of new computers and software for the vehicles secured by a FEMA grant.

Minor Fire Capital includes two office chair replacements (\$650), filing cabinets for medical record storage (\$5,000), one scanner for medical records (\$500), officer furniture for Operations and Training Officer (\$1,000), fire hose replacement (9,000), fire coupling replacement (\$1,000), fire nozzle replacement (\$1,000), two wireless headsets (\$2,000), water mister (\$800), three digital cameras (\$2,000), miscellaneous small equipment replacement (\$1,000), pressure washer (\$500), miscellaneous hand tool replacement (\$2,000), portable light stand (\$1,200), Fire Studio video program (\$1,000), tactical training program (\$850), three fall protection devices (\$1,200), three mattress replacements (\$1,260), one wash machine extractor fire gear at fire station 2 (\$5,000), one refrigerator replacement at fire station 2 (\$2,000), one carport for trailers (\$4,000), one temporary garage storage for apparatus (\$5,000), eight kitchen chair replacements (\$1,200), fifty training room chair replacements (\$1,200).

Major Fire Capital includes the residing of fire station 2 (\$42,000).

Training costs increased for reinstituting the Reserve recruiting program by \$10,000 and sending a replacement firefighter to the state fire academy for \$10,000.

**MEASUREMENT TECHNIQUE:**

Review of response times to calls, departmental critiques of fire related calls, customer questionnaires, department and public feedback, monthly overtime reports and the monitoring of all Fire budget items.

# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>FIRE CONTROL</b>					
SALARIES	1,501,975	1,418,543	800,314	1,174,973	(243,570)
OVERTIME	208,880	186,759	111,262	172,841	(13,918)
BENEFITS	693,797	679,939	377,279	669,255	(10,684)
SUPPLIES	41,492	50,327	11,676	46,760	(3,567)
MINOR EQUIPMENT	25,927	33,103	11,723	49,960	16,857
ERD RENTAL	118,146	152,238	76,119	256,772	104,534
BUILDING RENT	55,441	60,313	30,156	100,911	40,598
INFO SYSTEMS	57,115	68,524	34,262	80,802	12,278
OTHER SERVICES	109,563	87,290	51,725	114,953	27,663
INTERGOVERNMENT	0	0	0		0
<b>TOTAL:</b>	<b>\$2,812,336</b>	<b>\$2,737,036</b>	<b>\$1,504,515</b>	<b>\$2,667,227</b>	<b>(\$69,809)</b>
	871,172	897,400	612,858	898,800	

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Fire Chief	1.00
Operations Officer	1.00
Captain	3.00
Lieutenant	3.00
Fire Prevention Officer	1.00
Fire Training Officer	1.00
Firefighter	21.00
Administrative Specialist	1.75
<b>Total</b>	<b>32.75</b>
Reserve Firefighter	25.00

**ACTIVITY:**

Ambulance, Rescue and Reserve Operations

**ELEMENTS:**

Ambulance Operations, Rescue, Medical Training, Maintenance and Reserve Activities

**ACTIVITY DESCRIPTION:**

Ambulance operations for five vehicles, ambulance equipment and training for all medical services.

Rescue operations for one vehicle, rescue equipment and training for hazardous materials, rope rescue and confined space.

Reserve operations, medical equipment, ambulance and rescue maintenance and training support.

**GOAL:**

To save lives, protect property, and ensure the safety of the community when an incident occurs.

To provide rescue and Advanced Life Support medical services to the citizens of Pullman, Washington State University, Pullman Regional Hospital and the outlying rural areas.

To provide the necessary equipment and training to support Reserve Firefighter operations.

Ensure that all employees are provided with the proper equipment and training to perform their jobs safely and proficiently.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Provide a five minute or less response for initial arriving personnel and response apparatus to incidents.

To provide Advanced Life Support transport capability.

To provide and maintain a quality and an effective medical and rescue training program so that all members perform with proficiency.



**BUDGET:**

\$1,966,130

**MAJOR BUDGET CHANGES:**

The Ambulance budget was increased by \$343,829. One major change was the replacement of five (5) Reserves and the reallocation of the Reserve's salary and benefits for \$309,800 from the Fire budget to the Ambulance budget. This was moved to facilitate better tracking of expenses. The other major change was the adjustment of salaries, overtime and benefits for the recently negotiated labor contract.

The Ambulance budget was also offset by several decreases. One major decrease was the removal of the training officer's salary, overtime and benefits for \$131,394. This was reallocated to the Fire budget to better facilitate the tracking of expenses.

The other major decreases were in adjustments for ambulance amortization (\$28,400), ambulance repair and maintenance (\$39,871) and reallocating the fire station repair and maintenance to the Fire budget (\$60,312).

Minor Ambulance Capital includes rope rescue equipment replacements (\$7,500), ten confined space explosion proof portable radios (\$4,000), one hydraulic forcible entry tool (\$1,500), hazardous materials equipment replacement (\$5,000), one Holmatro 3-stage hydraulic pump replacement (\$7,000), one cardiac anatomy model (\$1,200), mass casualty equipment (\$2,500) and one pediatric transport device (\$1,200).

Major Ambulance Capital includes radio purchase financing annual payment number three of five (\$16,213).

**MEASUREMENT TECHNIQUE:**

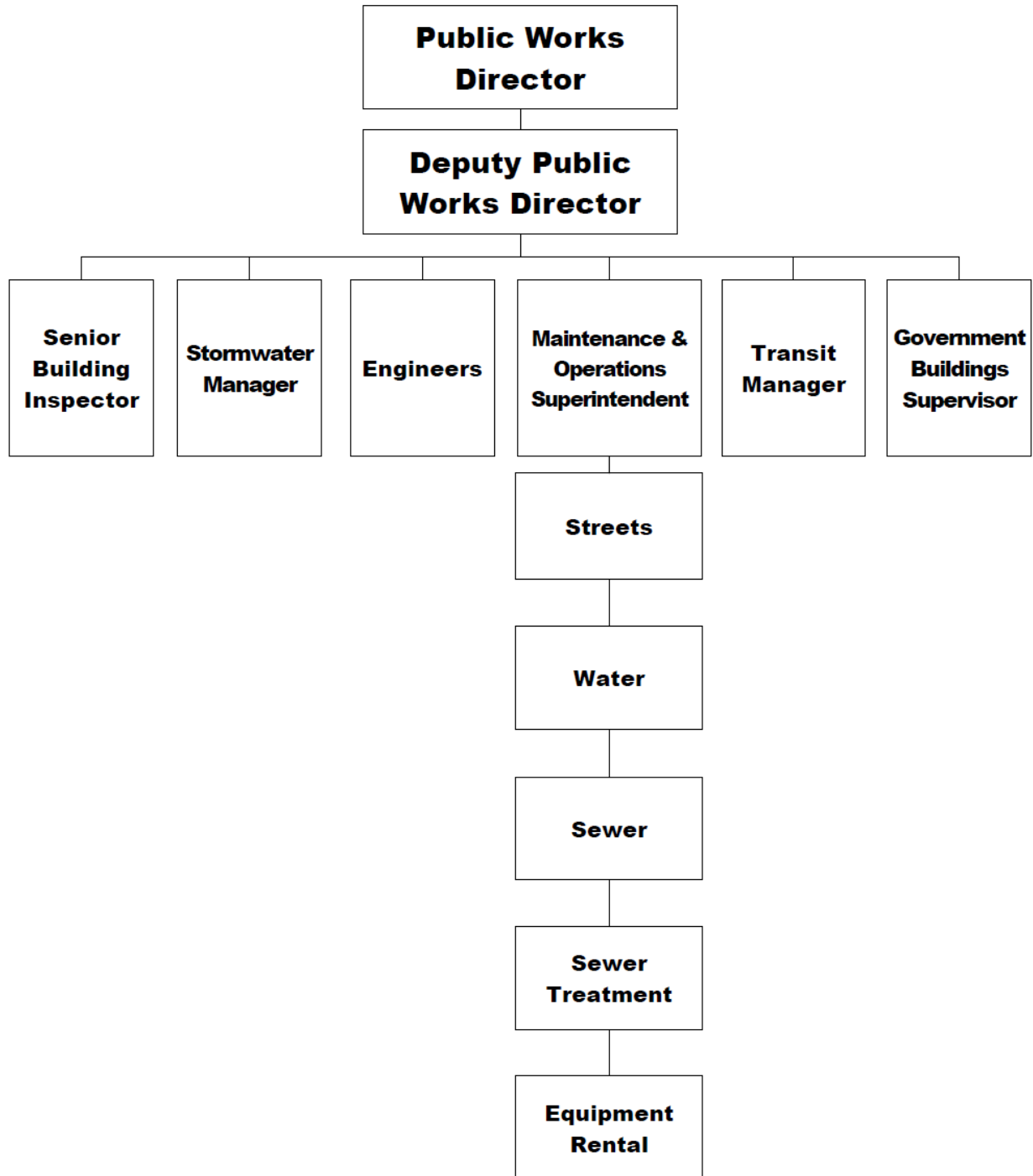
Review of response times to calls, quality assurance program of medical calls, customer questionnaires, department, hospital and public feedback and the monitoring of all Ambulance budget items.

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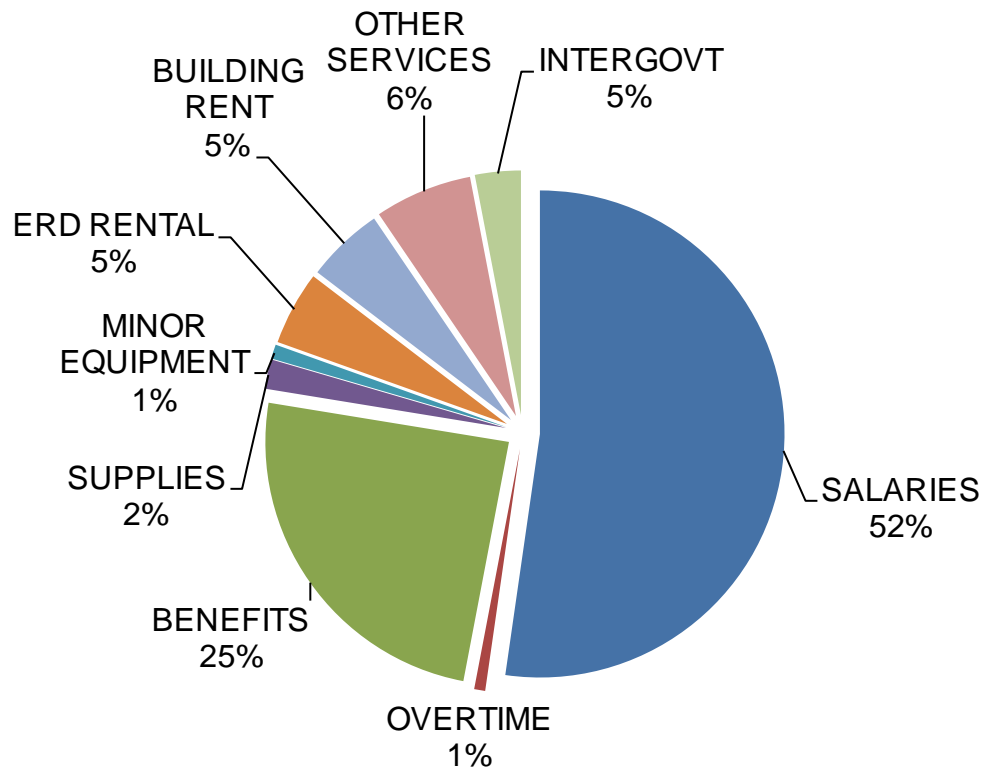
# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>AMBULANCE &amp; EMERGENCY AID</b>					
<b>SALARIES</b>	773,321	707,588	407,516	1,077,831	370,243
<b>OVERTIME</b>	214,714	148,279	96,501	166,273	17,994
<b>BENEFITS</b>	313,567	316,215	178,992	389,552	73,337
<b>SUPPLIES</b>	48,213	62,357	23,089	60,540	(1,817)
<b>MINOR EQUIPMENT</b>	17,336	22,000	3,887	29,900	7,900
<b>ERD RENTAL</b>	163,851	236,310	118,155	168,039	(68,271)
<b>BUILDING RENT</b>	55,441	60,312	30,156	0	(60,312)
<b>INFO SYSTEMS</b>	0	0	0	0	0
<b>OTHER SERVICES</b>	46,591	59,240	15,670	58,995	(245)
<b>INTERGOVERNMENT</b>	11,881	10,000	10,512	15,000	5,000
<b>TOTAL:</b>	<b>\$1,644,914</b>	<b>\$1,622,301</b>	<b>\$884,478</b>	<b>\$1,966,130</b>	<b>\$343,829</b>
	1,430,462	1,312,068	778,506	1,477,210	

**City of Pullman  
Public Works Department**



## PUBLIC WORKS



**TOTAL OPERATING REQUEST:  
\$388,174**

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# GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2012 <u>ACTUAL</u>	2013 AMENDED <u>BUDGET</u>	YTD <u>07/31/13</u>	2014 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>PUBLIC WORKS</b>					
SALARIES	308,550	196,337	109,219	202,906	6,569
OVERTIME	758	2,829	0	2,829	0
BENEFITS	127,004	83,626	43,218	95,395	11,769
SUPPLIES	4,028	13,550	4,462	7,550	(6,000)
MINOR EQUIPMENT	22	2,200	0	3,650	1,450
ERD RENTAL	17,933	12,306	6,137	19,065	6,759
BUILDING RENT	62,675	22,122	11,061	19,915	(2,207)
OTHER SERVICES	24,635	4,274	2,137	25,115	20,841
INFO SYS/INTERGOVT	19,860	64,500	35,064	11,749	(52,751)
<b>TOTAL OPERATING:</b>	<b>\$565,466</b>	<b>\$401,744</b>	<b>\$211,298</b>	<b>\$388,174</b>	<b>(\$13,570)</b>
	\$481,537	\$355,000	\$520,959	\$366,500	

**ACTIVITY:**

Protective Inspections

**ACTIVITY DESCRIPTION:**

Provide technical plan review, inspections of structures under construction, and supervision of special inspections. Provide education concerning state building code requirements to the public, contractors, developers, architects, engineers and business people through meetings, classes and newsletters.

**GOAL:**

Provide a level of service adequate to safeguard life or limb, health, property, and public welfare in the City of Pullman by fostering compliance with the State Building Codes in a positive, helpful manner.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Process 600 building permits, including plan reviews. Provide 2,000 regular inspections and review 400 special inspections.

The state building code requires that a special inspector be hired by the project owner for large, complicated projects or projects which require extra quality control to ensure code compliance. City staff reviews inspections and reports done by special inspectors.

**BUDGET:**

\$388,174

**MAJOR BUDGET CHANGES:**

For 2013, one Building Inspector was originally budgeted at 75 percent in Protective Inspections and 25 percent in Utility Capital (Secondary Process Improvements). For 2014, that building inspector is budgeted at 100 percent for the full year. For 2014, the Administrative Specialist is budgeted at full time after being budgeted at 30 hours/week in 2013. This is to account for increased building permit activity.

Minor Capital includes two replacement chairs (\$700), two gas detectors (\$400), one replacement camera (\$550), and a commercial plan archive system (\$2,000). Capital includes



Protective Inspection's share of the City Hall 2<sup>nd</sup> floor remodel retainage (\$1,000).

**MEASUREMENT TECHNIQUE:**

Performance based on responsiveness to work load, i.e., inspections per month or permits per year and feedback from the public.

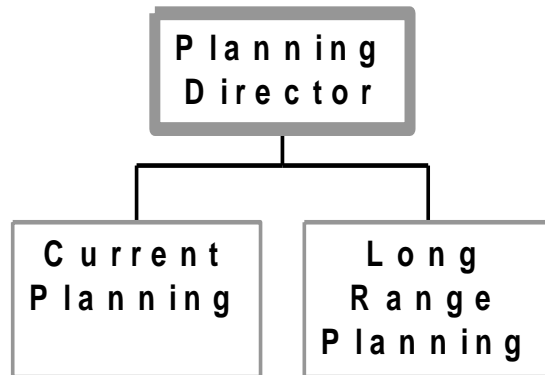
**GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012 <u>ACTUAL</u></b>	<b>AMENDED <u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b>2014 <u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>INSPECTIONS</b>					
<b>SALARIES</b>	184,539	196,337	109,219	202,906	6,569
<b>OVERTIME</b>	0	2,829	0	2,829	0
<b>BENEFITS</b>	75,973	83,626	43,218	95,395	11,769
<b>SUPPLIES</b>	1,307	13,550	4,462	7,550	(6,000)
<b>MINOR EQUIPMENT</b>	22	2,200	0	3,650	1,450
<b>ERD RENTAL</b>	7,167	12,306	6,137	19,065	6,759
<b>BUILDING RENT</b>	19,815	22,122	11,061	19,915	(2,207)
<b>INFO SYSTEMS</b>	6,483	4,274	2,137	9,749	5,475
<b>OTHER SERVICES</b>	12,039	62,500	35,064	25,115	(37,385)
<b>INTERGOVERNMENT</b>	0	2,000	0	2,000	0
<b>TOTAL:</b>	<b>\$307,346</b>	<b>\$401,744</b>	<b>\$211,298</b>	<b>\$388,174</b>	<b>(\$13,570)</b>
	481,537	355,000	520,959	366,500	

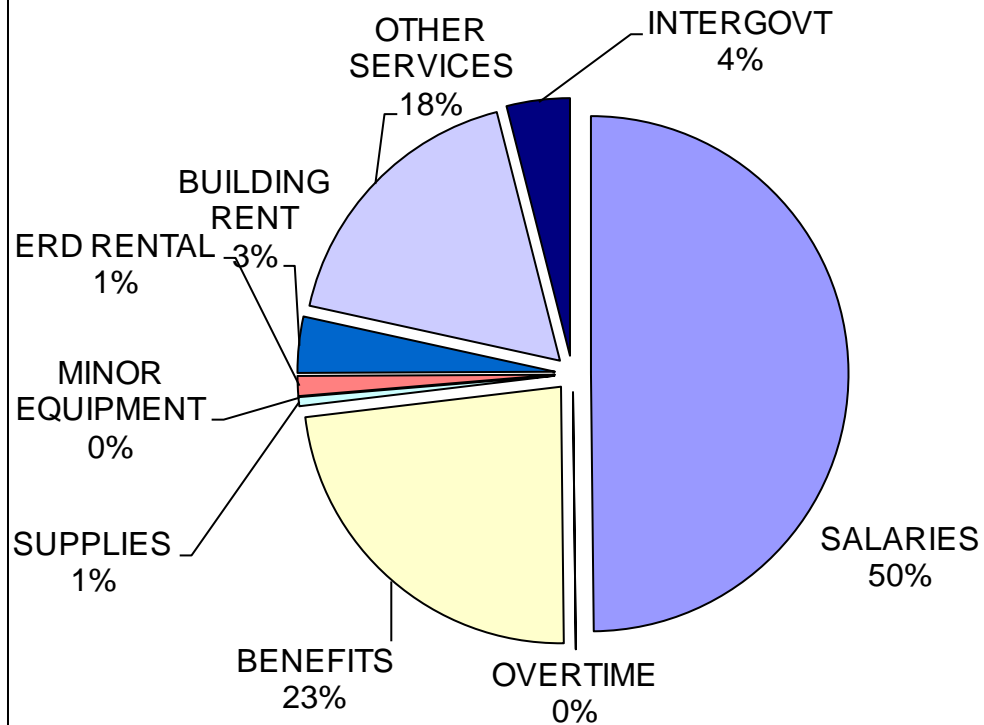
<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Public Works Director	0.10
Deputy Public Works Director	0.10
Senior Building Inspector	1.00
Building Inspector	2.00
Clerical	0.50
<b>Total</b>	<b>3.70</b>

# **C i t y   o f   P u l l m a n**

## **P l a n n i n g**



## PLANNING



**TOTAL OPERATING REQUEST:**  
**\$318,834**

**ACTIVITY:**

Planning

**ACTIVITY DESCRIPTION:**

Develop the City's Comprehensive Plan and implement its policies through administration of the zoning code, subdivision ordinance, historic preservation rules, and environmental laws; formulation of various programs related to land use; and advancement of projects through the Capital Improvement Program.

**GOAL:**

Effect continuous positive change in the community.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Process applications received in accordance with the City's procedural timelines.

Respond to alleged violations of land use and environmental regulations in accordance with applicable city code provisions.

As warranted, present proposed Comprehensive Plan amendments, development regulation revisions, and land use programs to the Planning Commission and City Council for review.

Solicit public input as appropriate for planning matters of interest to the community.

Fulfill the City's contract with the Washington State Department of Archaeology and Historic Preservation regarding Certified Local Government obligations.

Prepare population estimate information for the Washington Office of Financial Management by the state-mandated deadline.

**BUDGET:**

\$318,834

**MAJOR BUDGET CHANGES:**

Increase in "SALARIES" of \$1,539 due to expansion of administrative specialist position from 3/4-time to full

time. Increase in "BENEFITS" of \$5,409 due to expansion of administrative specialist position from 3/4-time to full time, and because of benefit cost adjustments. Increase in "OTHER SERVICES" of \$49,260 to account for 2/3rd of Comprehensive Plan revision costs (public works department to fund the remainder) and downtown historic building survey expenses (these costs to be fully reimbursed by grant funds). Increase in "INTERGOVERNMENT" of \$1,333 to cover 2/3rd of Comprehensive Plan revision intergovernmental costs (public works department to fund the remainder). Increase in "BUILDING RENT" of \$1,480 due to adjustment in building rental rates.

**MEASUREMENT TECHNIQUE:**

Public feedback on quality of life for community.

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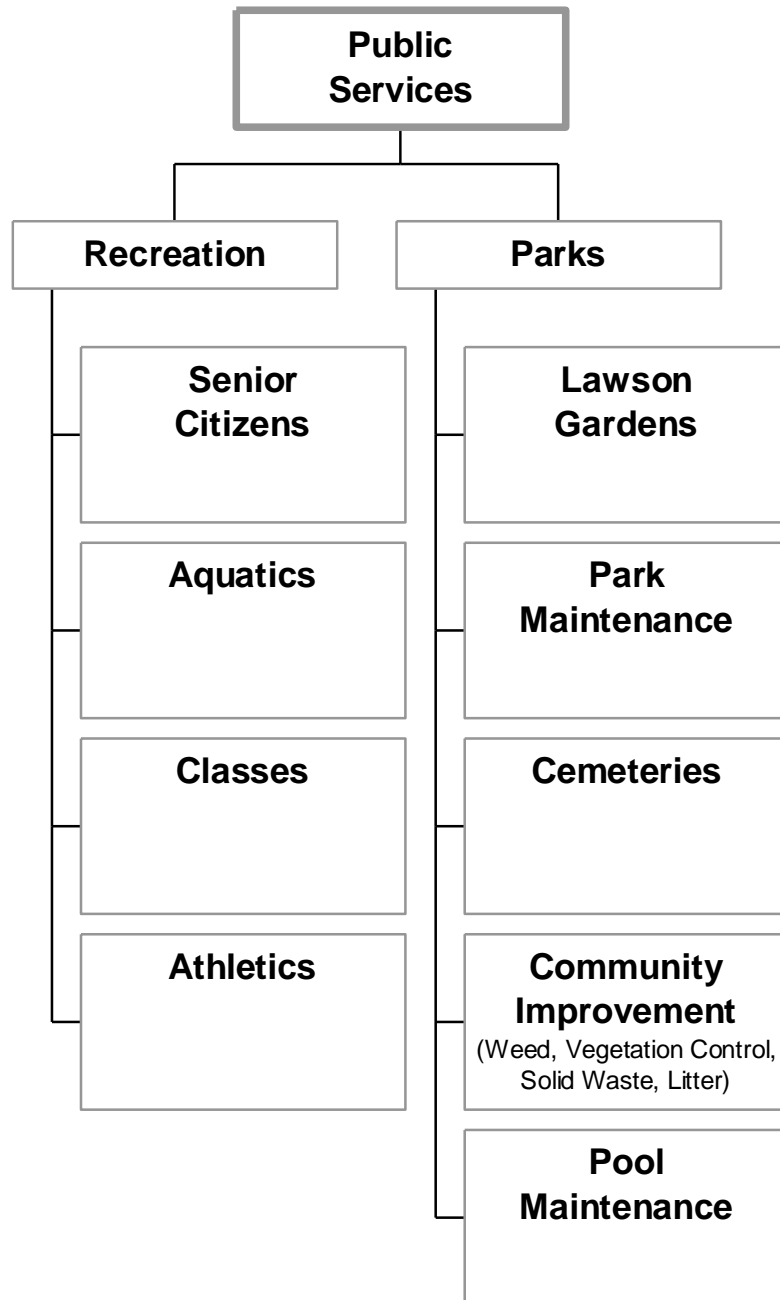
# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>PLANNING</b>					
<b>SALARIES</b>	164,513	157,325	91,798	158,864	1,539
<b>OVERTIME</b>	511	0	0	0	0
<b>BENEFITS</b>	68,775	68,820	39,091	74,229	5,409
<b>SUPPLIES</b>	832	1,600	650	1,800	200
<b>MINOR EQUIPMENT</b>	434	0	(1)	0	0
<b>ERD RENTAL</b>	0	3,990	0	3,990	0
<b>BUILDING RENT</b>	10,984	9,736	4,868	11,216	1,480
<b>INFO SYSTEMS</b>	3,328	3,025	1,513	2,947	(78)
<b>OTHER SERVICES</b>	7,680	6,835	7,281	56,095	49,260
<b>INTERGOVERNMENT</b>	500	8,360	500	9,693	1,333
<b>TOTAL:</b>	<b>\$257,557</b>	<b>\$259,691</b>	<b>\$145,700</b>	<b>\$318,834</b>	<b>\$59,143</b>
	35,342	10,000	3,760	83,993	

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Director of Planning	1.00
Assistant City Planner	1.00
Clerical	0.40
<b>Total</b>	<b>2.40</b>

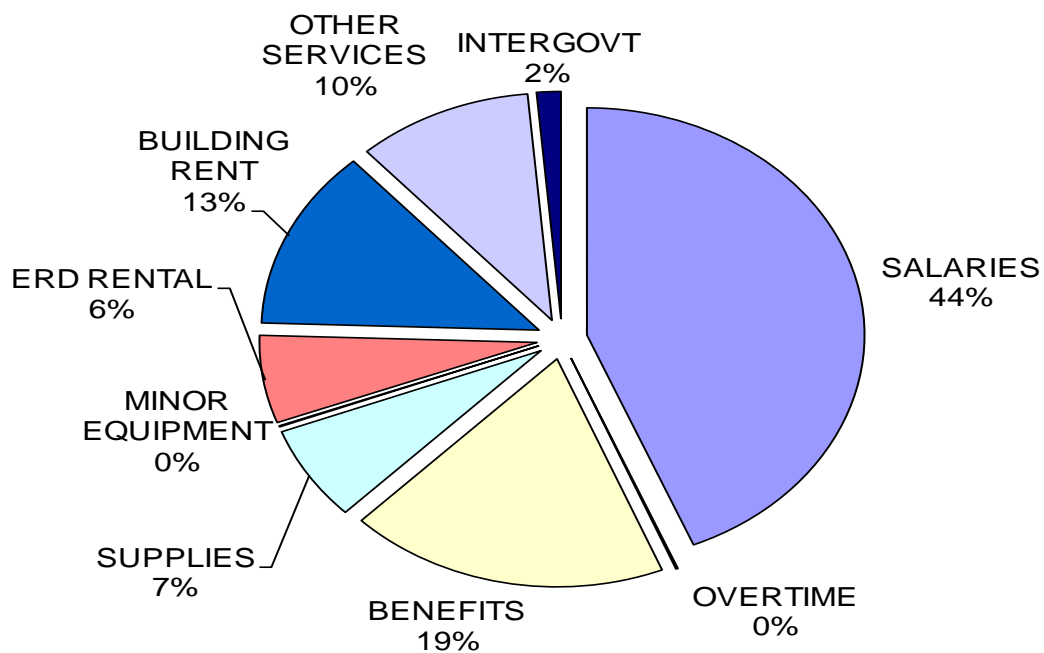
# City of Pullman

## Public Services Department





## PUBLIC SERVICES



**TOTAL OPERATING REQUEST:**  
**\$2,641,552**

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# GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2012	2013	YTD	2014	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/13</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>PUBLIC SERVICES</b>					
SALARIES	1,091,788	1,146,061	676,276	1,154,463	8,402
OVERTIME	7,434	3,000	1,946	3,000	0
BENEFITS	468,988	511,586	261,497	492,259	(19,327)
SUPPLIES	123,760	175,700	102,695	178,450	2,750
MINOR EQUIPMENT	25,117	3,250	4,235	2,000	(1,250)
ERD RENTAL	125,117	179,033	86,338	164,214	(14,819)
BUILDING RENT	330,287	357,194	178,597	338,670	(18,524)
OTHER SERVICES	37,565	285,060	147,176	271,244	(13,816)
INFO SYS/INTERGOVT	305,057	37,712	20,846	37,252	(460)
<b>TOTAL OPERATING:</b>	<b>\$2,515,113</b>	<b>\$2,698,596</b>	<b>\$1,479,606</b>	<b>\$2,641,552</b>	<b>(\$57,044)</b>
	\$1,478,415	\$1,703,473	\$505,142	\$1,786,575	

**ACTIVITY:**

Recreation Services

**ACTIVITY DESCRIPTION:**

Implement, coordinate, and supervise a comprehensive year-round recreation program that includes opportunities for a variety of interests and ages.

**GOAL:**

To enhance the quality of life for residents of Pullman through access to recreation opportunities and facilities for all ages and abilities in the most cost effective manner possible. Be creative and responsive to current trends, public requests and ideas. Collaborate with other organizations and businesses not only in Pullman but in the surrounding communities to utilize facilities and programs to their fullest extent for the enjoyment of recreation.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Provide recreation programs and special events that appeal to a variety of age groups and interests and that are creative, inclusive, resourceful and effective.

Allow for constant communication with the citizens of Pullman to receive input, ideas and feedback on programs and activities.

Constant evaluation of recreation programs both by participants and staff.

Meet or exceed projected revenues from program participation and rentals of facilities on an annual basis.

**BUDGET:**

\$953,409

**MAJOR BUDGET CHANGES:**

Equipment Rental increase (\$9,357), Building Rent increase (\$6,994), and increase to Other Services to account for credit card fees (\$3,500).

Minor Capital includes a video projector to be used for programs, trainings, and staff development (\$1,200), and miscellaneous item as needed (\$300).

**MEASUREMENT TECHNIQUE:**

Ongoing evaluation of programming levels, cost effectiveness, responsiveness to public input, program quality, and diversity of programs.

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# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>RECREATION SERVICES</b>					
<b>SALARIES</b>	393,883	406,852	239,628	410,452	3,600
<b>OVERTIME</b>	262	0	0	0	0
<b>BENEFITS</b>	165,799	178,328	96,380	176,500	(1,828)
<b>SUPPLIES</b>	50,914	66,000	39,045	66,000	0
<b>MINOR EQUIPMENT</b>	1,410	1,500	0	1,500	0
<b>ERD RENTAL</b>	26,990	30,146	15,070	39,503	9,357
<b>BUILDING RENT</b>	121,330	119,321	59,661	126,315	6,994
<b>INFO SYSTEMS</b>	10,756	10,976	5,488	12,639	1,663
<b>OTHER SERVICES</b>	106,348	117,000	61,542	120,500	3,500
<b>INTERGOVERNMENT</b>	0	0	0	0	0
<b>TOTAL:</b>	<b>\$877,690</b>	<b>\$930,123</b>	<b>\$516,814</b>	<b>\$953,409</b>	<b>\$23,286</b>
	331,604	489,473	239,855	540,890	

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Recreation Superintendent	1.00
Recreation Supervisor	1.00
Senior Citizen Program Coordinator	1.00
Preschool Instructor	1.00
Administrative Specialist	1.75
<b>Total</b>	<b>5.75</b>

**ACTIVITY:**

Parks General

**ACTIVITY DESCRIPTION:**

Maintenance and operation of city-owned parks, public properties, water tower sites (reimbursed from the Water Utility Fund), street trees (reimbursed from the Street Fund), garbage pickup and litter control (partially reimbursed by the Stormwater Fund), trails and out-door swimming pools (suspended for 2014).

**GOAL:**

Maintain parks, playgrounds, ball fields, and RV Park at a level to provide a safe and pleasant setting for the public. Maintain highly visible areas to a level that presents a good image of the city. Perform appropriate maintenance on outdoor swimming pools when in operation. Provide snow removal from City parking lots, sidewalks around city property and spring gravel cleanup. Maintain parks at a standard that reflects pride in the park system and the city. Provide for the beautification and maintenance of downtown Pullman planter beds, seasonal hanging baskets and seasonal lighting displays.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Budgeted service levels provide for:

Mowing parks and city-owned property as follows:

- (1) Playfields and highly visible areas once per week.
- (2) Low use and outlying areas every other week or as appropriate for property.

Check daily and clean park shelters and restrooms 3 times per week, respond to vandalism or public complaints within three working days of notification and resolve in a timely fashion.

Design and implementation of city beautification improvements, and maintenance of downtown landscapes and hanging baskets.



Design and installation/removal of seasonal lighting display.

Respond to street tree citizen requests within three days and emergencies within 24 hours of notification.

**BUDGET:**

Parks General \$832,421

**MAJOR BUDGET CHANGES:**

Reduction in salaries and benefits with the transfer of Reaney summer staff to the Aquatic center.

ERD rate adjustment increase is offset by reduced maintenance charges.

Other services reduction reflects the closing of Reaney Pool for construction during 2014.

**MEASUREMENT TECHNIQUE:**

Appearance, cleanliness, and usability of parks. Appearance of high visibility areas. Maintenance of path system and sidewalks around city property. Resource management and responsiveness to emergencies and complaints of street trees.

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# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>PARKS</b>					
<b>SALARIES</b>	389,777	379,400	245,708	360,671	(18,729)
<b>OVERTIME</b>	2,197	3,000	232	2,000	(1,000)
<b>BENEFITS</b>	188,099	186,721	104,084	172,708	(14,013)
<b>SUPPLIES</b>	48,359	80,000	47,520	80,250	250
<b>MINOR EQUIPMENT</b>	6,171	1,750	4,235	0	(1,750)
<b>ERD RENTAL</b>	66,128	109,014	51,332	91,491	(17,523)
<b>BUILDING RENT</b>	0	0	0		0
<b>INFO SYSTEMS</b>	17,910	8,645	2,996	6,457	(2,188)
<b>OTHER SERVICES</b>	143,029	133,300	61,164	111,344	(21,956)
<b>INTERGOVERNMENT</b>	10,616	7,500	7,500	7,500	0
<b>TOTAL:</b>	<b>\$872,287</b>	<b>\$909,330</b>	<b>\$524,770</b>	<b>\$832,421</b>	<b>(\$76,909)</b>
	721,633	681,798	64,543	636,515	

<b>AUTHORIZED STAFFING</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Parks Superintendent	1.00	
Lead Park Maintenance Worker	1.00	
Park Maintenance Worker*	5.00	
Horticulturist	1.00	
Community Improvement Specialist	1.00	
<b>Total</b>	<b>9.00</b>	
*Cemetery, Weed/Litter Control, Street Tree, Water Tower, Lawson Gardens functions are performed by Parks personnel.		

**ACTIVITY:**

Community Improvement

**ACTIVITY DESCRIPTION:**

Abatement of weeds on city property and rights-of-way. The enforcement of city noxious weed ordinance. Enforcement of city solid waste/litter control, nuisance and overhanging vegetation ordinances. Up to \$20,000 reimbursed from the Street Fund.

**GOAL:**

Abatement of noxious weeds; effective enforcement of solid waste and litter ordinance, overhanging vegetation ordinance, noxious weed ordinance and nuisances related to sidewalk clearance, indoor furniture outdoors, yard waste and collected debris related to health issues.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Abatement of noxious weeds on city-owned property and rights-of-ways.

Reduction of chemical output by targeting weed populations, by scheduling more spot spraying and less boom applications and through the use of biological control on rights-of-way and selected sites within the city.

Respond within three working days of notification to public complaints regarding ordinance violations.

**BUDGET:**

\$118,185

**MAJOR BUDGET CHANGES:**

There are reductions to benefits.

Supply increase is due to chemical costs to cover additional rights-of-way and non-park property weed control.

ERD rate adjustment.

MEASUREMENT TECHNIQUE:

Interaction with public and Police on ordinance violations and concerns.

Cooperation with Whitman County on weed abatement in a timely manner and management of weeds on city property.

Planning and coordination of volunteer efforts.

Coordination and operation of the yearly Spring Cleanup and WSU Center for Civic Engagement.

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# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>COMMUNITY IMPROVEMENT</b>					
SALARIES	34,702	59,517	20,384	60,470	953
OVERTIME	0	0	0		0
BENEFITS	21,193	37,684	11,076	35,019	(2,665)
SUPPLIES	2,414	3,100	3,588	6,000	2,900
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	9,100	9,360	4,680	11,883	2,523
BUILDING RENT	0	0	0		0
INFO SYSTEMS	1,847	2,663	999	2,663	0
OTHER SERVICES	1,858	1,850	777	2,150	300
INTERGOVERNMENT	0	0	0		0
<b>TOTAL:</b>	<b>\$71,114</b>	<b>\$114,174</b>	<b>\$41,502</b>	<b>\$118,185</b>	<b>\$4,011</b>
	100,081	116,429	25,900	139,000	

**ACTIVITY:**

Cemetery

**ACTIVITY DESCRIPTION:**

Operation and maintenance of IOOF and City Cemetery.

**GOAL:**

Provide the maintenance and operation of the cemeteries in a cost-efficient and visually appealing manner.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Spring cleanup culminating in presentation of cemeteries for Memorial Day.

Mowing and trimming (750 man hours), and necessary care of the cemeteries on a weekly basis.

Respond within one working day of notification to requests for funerals (250 man hours), grave locations, and services for the public.

Respond within three working days to notification of complaints or vandalism.

**BUDGET:**

\$104,292

**MAJOR BUDGET CHANGES:**

\$2,652 increase in salaries to provide for adequate maintenance of grounds.

Reinstatement of ERD amortization rates offset by reduced maintenance costs.

Other services increase to cover utility costs.

**MEASUREMENT TECHNIQUE:**

Cemetery appearance, resource management, and public feedback.



# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>CEMETERY</b>					
<b>SALARIES</b>	44,461	41,718	29,334	44,370	2,652
<b>OVERTIME</b>	144	0	0	0	0
<b>BENEFITS</b>	16,508	16,700	10,186	16,657	(43)
<b>SUPPLIES</b>	2,746	5,600	286	5,200	(400)
<b>MINOR EQUIPMENT</b>	0	0	0	0	0
<b>ERD RENTAL</b>	22,899	28,399	14,200	19,565	(8,834)
<b>INFO SYSTEMS</b>	0	0	0	0	
<b>OTHER SERVICES</b>	21,147	14,000	6,458	18,500	4,500
<b>INTERGOVERNMENT</b>	0	200	0		(200)
<b>SUBTOTAL:</b>	<b>\$107,905</b>	<b>\$106,617</b>	<b>\$60,464</b>	<b>\$104,292</b>	<b>(\$2,325)</b>
	24,130	21,000	10,290	18,000	

**ACTIVITY:**

Aquatic Center

**ACTIVITY DESCRIPTION:**

Provide management and operations of the Pullman Aquatic Center in cooperation with the Pullman School District.

**GOAL:**

To provide a safe, family friendly aquatic and fitness center that includes water safety education and quality swim instruction.

Help individuals develop the skills to be safe in and around the water and for swimming to become a lifetime recreational activity.

Attract regular users and members that will generate revenues sufficient to offset the operational costs by 50-55%.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Provide a comprehensive swim program that appeals to the entire Pullman community that is creative, inclusive, resourceful and effective.

Provide effective communication with the citizens of Pullman to receive input, ideas and feedback on swim and fitness programs.

Continually review Aquatic Center revenues and expenses.

Meet ADA, safety and health regulations for operations.

**BUDGET:**

\$633,245

**MAJOR BUDGET CHANGES:**

With the expected closure of Reaney pool for renovation in 2014, increased salaries and benefits to provide afternoon

swim time throughout the summer at the Aquatic Center (\$19,926), Building Rent decrease of (\$25,518).

Minor Capital includes a Lightning Detector to adequately warn staff of electrical storms in the area (\$500).

**MEASUREMENT TECHNIQUE:**

Monitor memberships, daily use, program attendance and revenues.

Collect user information through class evaluations and customer feedback forms to improve programming and operations.

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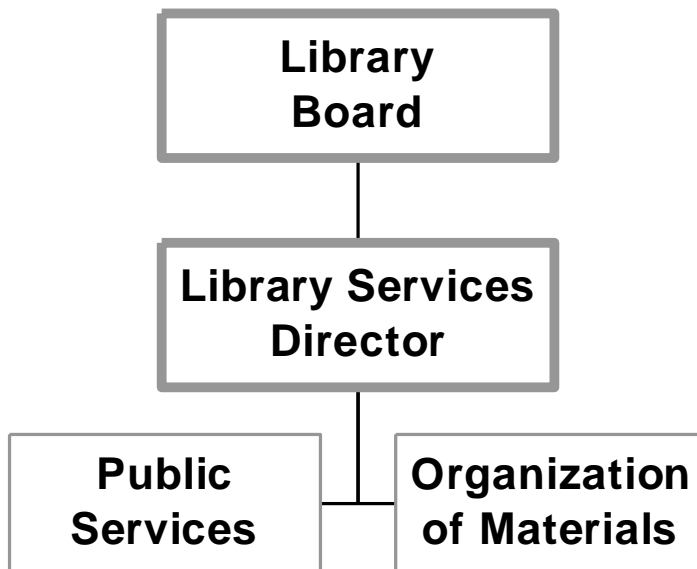
# **GENERAL FUND 2014 BUDGET REQUESTS**

	<b>2012</b>	<b>AMENDED</b>		<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b>AQUATICS CENTER</b>					
<b>SALARIES</b>	228,965	258,574	141,222	278,500	19,926
<b>OVERTIME</b>	4,832	0	1,714	1,000	1,000
<b>BENEFITS</b>	77,390	92,153	39,771	91,375	(778)
<b>SUPPLIES</b>	19,327	21,000	12,256	21,000	0
<b>MINOR CAPITAL</b>	17,536	0	0	500	500
<b>ERD RENTAL</b>	208,957	2,524	1,057	1,772	(752)
<b>BUILDING RENT</b>	7,052	237,873	118,937	212,355	(25,518)
<b>INFO SYSTEMS</b>	22,059	7,728	3,864	7,993	265
<b>OTHER SERVICES</b>	0	18,500	17,236	18,750	250
<b>INTERGOVERNMENT</b>	0	0	0	0	0
<b>TOTAL:</b>	<b>\$586,118</b>	<b>\$638,352</b>	<b>\$336,057</b>	<b>\$633,245</b>	<b>(\$5,107)</b>
	300,967	394,702	164,554	452,170	

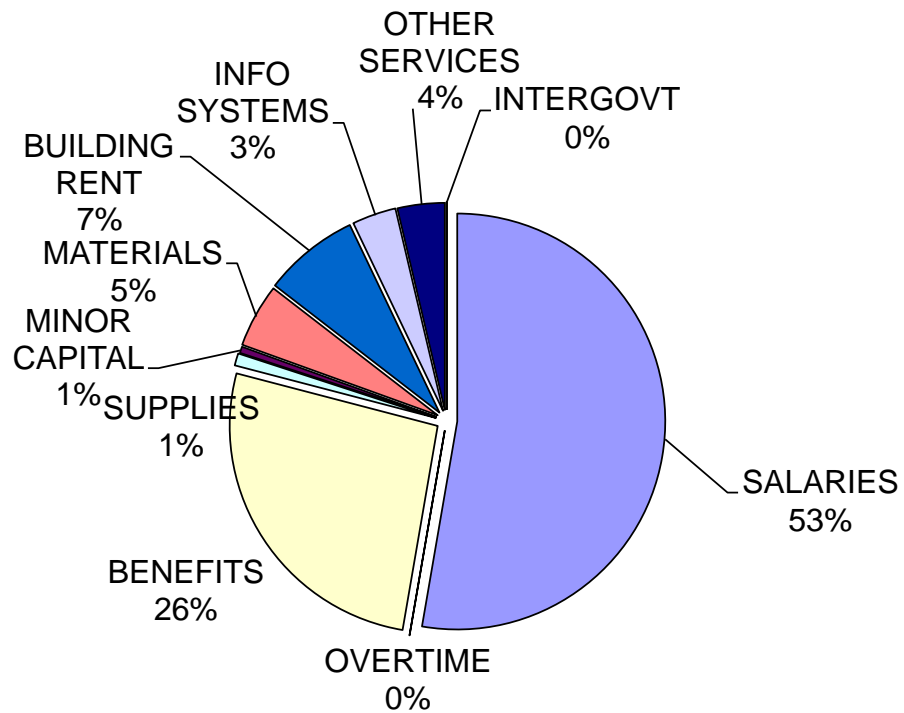
<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Aquatic Coordinator	1.00
Casual Workers	8.00
<b>Total</b>	<b>9.00</b>

# **City of Pullman**

## **Neill Public Library**



# NEILL PUBLIC LIBRARY



**TOTAL OPERATING REQUEST:**  
**\$1,235,729**

**ACTIVITY:**

Neill Public Library

**MISSION STATEMENT:**

The mission of Neill Public Library is to provide an open environment in which people have free access to a wide variety of stories, ideas, information and opinions.

**VISION STATEMENT:**

Neill Public Library is a gateway to the world of knowledge providing free access to ideas, information and the richness of human culture. The library offers a stimulating, safe environment for discovery and exploration as well as a beautiful, comfortable setting for reading and relaxation. The library affirms its historic commitment to young people while encouraging literacy and love of learning in all. In the heart of downtown Pullman, the library is a vibrant community center welcoming people with diverse interests, abilities and backgrounds. The library staff commits to excellence in service based on community needs. In collaboration with other libraries and community organizations we creatively develop service options and integrate emerging technologies. As a key asset to the community, the library appreciates sustained support from its many patrons, the City of Pullman and the Friends of the Library.

In May of 2012, the Library Board of Trustees, staff, and Community Planning Committee began work on the library's new strategic plan. This plan will guide the library's future growth and services. The completion date is expected to be in 2013/2014. The final plan may or may not affect the library's current four Service Roles. Currently, these services roles are as follows:

1. Popular Materials Library
2. Early Literacy Cornerstone
3. General Information Center
4. Community Activities Center



Materials are selected and retained on the basis of their content. Neill Public Library collections represent diverse points of view. The library collections, as much as possible, reflect the community and its diversity of interests, perspectives and backgrounds. The library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community. The selection principles promote the American Library Association's "[Library Bill of Rights](#)" and interpretations, "[Freedom to Read Act](#)," "[Freedom to View Act](#)," and "[Intellectual Freedom Statement](#)" and "[ALA guidelines for Access to Electronic Information](#)" (Excerpt From Neill Public Library's Collection Development Policy 2002).

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Citizen feedback, utilization of statistics including circulation of materials, number of cardholders, turnover rate of major segments of the collection, programming participation including summer reading enrollment and completion, and other measurers as appropriate and possible.

**BUDGET:**

\$1,235,729

**MAJOR BUDGET CHANGES:**

**General Fund: \$15,929**

Refunding of 25 timeslip hours previously held open in 2013.

**Restricted donations of \$25,833 to fund expenditure increases:**

*Shirrod Family Memorial Fund: \$21,222*

- \$15,000 funded by Shirrod Family Memorial Fund for timeslip Heritage Assistant in Adult Services. Funding for this position is through 2014; ongoing employment contingent upon secured endowment funds in future years. (Salaries & Benefits)
- \$3,000 funded by Shirrod Family Memorial Fund for heritage/local history materials for library collection. (Capital)
- \$2,000 funded by Shirrod Family Memorial Fund for community programs. (Other Services)

- \$1,222 funded by Shirrod Family Memorial Fund for heritage project supplies. (Minor Capital, Supplies)

*Robert & Anna Neill Endowment: \$2,779*

- Provision of funding for work on 2007 outdoor patio project. (Minor Capital)

*Friends of Neill Library: \$832*

- Provision of funding for work on 2007 outdoor patio project. (Minor Capital)

*Private donations: \$1,000*

- Provision of funding to enhance other areas of library service. (Minor Capital)

**Minor Capital** includes outdoor patio furniture (\$3,611), display and equipment related to Heritage Project (\$1,000), miscellaneous expenditures related to restricted donations (\$1,000), miscellaneous unanticipated office and operational expenditures as needed throughout year (\$500).

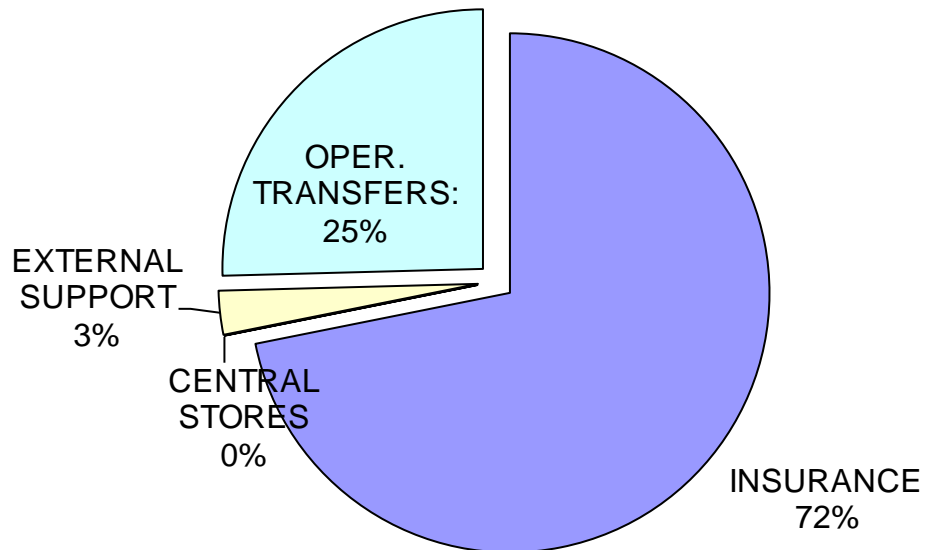
**Capital** includes print and non-print collection materials (\$61,256). This amount includes \$3,000 from the Shirrod Endowment for heritage/local history materials for the library's collection.

# GENERAL FUND 2014 BUDGET REQUESTS

	2012 <u>ACTUAL</u>	AMENDED <u>BUDGET</u>	<u>07/31/13</u>	2014 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>NEILL PUBLIC LIBRARY</b>					
SALARIES	555,668	590,200	324,870	651,398	61,198
OVERTIME	0	0	0	0	0
BENEFITS	241,450	312,019	128,795	325,683	13,664
SUPPLIES	22,362	12,000	7,034	11,722	(278)
MINOR CAPITAL	0			6,111	6,111
MATERIALS	75,961	58,256	32,157	61,256	3,000
BUILDING RENT	112,969	122,019	61,010	91,883	(30,136)
INFO SYSTEMS	39,196	40,891	20,446	42,176	1,285
OTHER SERVICES	83,972	43,500	17,761	45,500	2,000
INTERGOVERNMENT	0	0	0	0	0
<b>TOTAL:</b>	<b>\$1,131,580</b>	<b>\$1,178,885</b>	<b>\$592,072</b>	<b>\$1,235,729</b>	<b>\$56,844</b>
	68,061	65,913	35,813	88,898	

<b>AUTHORIZED STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Library Services Director	1.00
Library Division Manager	2.00
*Library System Administrator	1.00
Library Supervisor	1.75
Administrative Assistant	1.00
Library Technician	2.00
Library Assistant	2.25
<b>* 50% reimbursed by Whitman County Library District</b>	
<b>Total</b>	<b>11.00</b>

## GENERAL GOVERNMENT AND OPERATING TRANSFERS



**TOTAL GENERAL GOVERNMENT,  
OPERATING AND  
TRANSFER REQUEST:  
\$269,328**

**ACTIVITY:****Other General Governmental Services, External Support, Transfers to Other Funds and Capital Expenditures**

Non-departmental expenditure requests include an increase in professional services for ongoing litigation expenses and a decrease in insurance costs based on projections from providers.

The City must by statute remit two percent of the monies it receives from state shared liquor taxes and profits to the Whitman County Alcohol Treatment Center, estimated to total \$5,933 in 2014.

Operating Transfers include \$32,013 as the support provided to the Pullman-Moscow Regional Airport, \$3,926 as support for the Government Access Channel of the Information Systems Fund, and \$19,351 to the Equipment Rental Fund for debt service for the loan for the Fire Ladder Unit.

The Capital Improvement Fund provides for the direct expenditure for capital projects from the General Fund. The projects are summarized by department here and are described more fully on succeeding pages. For 2014, the Capital Improvement Committee approved General Fund capital projects totaling \$315,674. The approved projects are the narrow band radios lease for both Police and Fire, Police Livescan Fingerprint machine replacement, Body-Worn cameras , body worn cameras warranty and storage, Taser purchases, Fire station 2 residing, City Hall Stucco repair and City Hall HVAC improvements. Additionally Pioneer Center gym will receive a ceiling and lighting upgrade plus replacements and updates of countertops, cupboards and sinks. The Pioneer center projects will be funded with MPD dollars.

Total C.I.P. project funding from General fund sources is \$315,674.

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# GENERAL FUND 2014 BUDGET REQUESTS

	2012 <u>ACTUAL</u>	AMENDED <u>BUDGET</u>	<u>07/31/13</u>	2014 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>GENERAL GOVERNMENT</b>					
INSURANCE	160,683	187,700	171,684	156,290	(31,410)
OTHER SERVICES	38,251	95,820	60,633	51,815	(44,005)
CENTRAL STORES	0	0	0	0	0
TOTAL:	<b>\$198,933</b>	<b>\$283,520</b>	<b>\$232,317</b>	<b>\$208,105</b>	<b>(\$75,415)</b>
	19,063		18,196		
<b>EXTERNAL SUPPORT</b>					
ALCOHOLISM	9,357	3,194	1,350	5,933	2,739
TOTAL:	<b>\$9,357</b>	<b>\$3,194</b>	<b>\$1,350</b>	<b>\$5,933</b>	<b>\$2,739</b>
<b>OPERATING TRANSFERS</b>					
STREETS/OTHER FUNDS	0	0	0	0	0
INFO SYS - GOV'T ACCESS	0	4,159	4,159	3,926	(233)
GOVT BUILDINGS	5,100	0	0		0
ERD	89,915	61,923	61,923	19,351	(42,572)
AIRPORT	32,013	32,013	32,013	32,013	0
TOTAL:	<b>\$127,028</b>	<b>\$98,095</b>	<b>\$98,095</b>	<b>\$55,290</b>	<b>(\$42,805)</b>
OPER. SUBTOTAL:	<b>\$335,318</b>	<b>\$384,809</b>	<b>\$331,762</b>	<b>\$269,328</b>	<b>(\$115,481)</b>
<b>CAPITAL EXPENDITURES</b>					
<u>C.I.P. PROJECTS</u>					
ADMIN/FINANCE	0	0	0	91,203	91,203
POLICE	35,881	17,516	17,516	90,258	72,742
FIRE	81,840	371,240	43,514	78,213	(293,027)
INSPECTIONS	1,400	20,000	15,070	1,000	(19,000)
PARKS	13,873	266,635	32,316	55,000	(211,635)
LIBRARY	0	0	0	0	0
TOTAL:	<b>\$132,994</b>	<b>\$675,391</b>	<b>\$108,417</b>	<b>\$315,674</b>	<b>(\$359,717)</b>
		152,225			
<u>CAPITAL FUND TRANSFERS:</u>					
OTHER FUNDS	11,803	0	0	0	0
TOTAL CAPITAL:	<b>\$144,797</b>	<b>\$827,616</b>	<b>\$108,417</b>	<b>\$315,674</b>	<b>(\$359,717)</b>
PAGE TOTAL:	<b>\$480,115</b>	<b>\$1,212,425</b>	<b>\$440,178</b>	<b>\$585,002</b>	<b>(\$475,198)</b>

**ACTIVITY:**

2014 General Fund Capital Improvement Projects

**ACTIVITY DESCRIPTION:**

This activity segregates the capital improvement projects from the rest of the General Fund. On July 16, 2013 the City Council adopted the CIP for 2014 - 2019.

**BUDGET:**

\$314,674	Direct Expenditures
<u>1,000</u>	Carryover to 2014
\$315,674	Total



**2014 GENERAL FUND C.I.P PROJECTS**

<u>Department</u>	<u>Project</u>	<u>Amended 2013 Budget</u>	<u>Estimate Yr End 2013</u>	<u>Carryover to 2014</u>	<u>Carryover to 2015</u>	<u>New 2014 Request</u>	<u>Dept Total</u>
Police	Narrow Banding Radio Project	17,516	17,516			17,516	
	Mobile Data Computers Adv. Auth	12,000					
	Body Cameras					11,000	
	Body Cameras Warranty and Video Storage					10,742	
	Livescan Fingerprinting Machine Replacement					13,000	
	Taser ECD Purchases					16,000	
	Crime Analysis Software					22,000	
	Subtotal:	29,516	17,516			90,258	\$90,258
Fire	Defibrillator Replacement	27,302	27,302				
	Narrow Banding Radio Project	16,213	16,213			16,213	
	Residing Station 2					42,000	
	Fire Engine	175,500	175,500			20,000	
	Subtotal:	219,015	219,015			78,213	\$78,213
Protective Inspections	2nd Floor Remodel	20,000	19,000	1,000		0	
	Subtotal:	20,000	19,000	1,000		0	\$1,000
Parks	Lighting Upgrade - Pioneer Center Gym					27,500	
	Replace/Update Counters, Cupboards & Sinks-Pioneer Center					27,500	
	Aquatic Center Fitness Equipment	11,000	0				
	Aquatic Center Pool Plaster Renov	30,635	30,635				
	Schweitzer Donations	225,000	205,652	19,348			
	Subtotal:	266,635	236,287	19,348	0	55,000	\$74,348
General	City Hall Stucco Repair					84,133	
	City Hall HVAC Improvements					7,070	
	Subtotal:	0	0			91,203	\$91,203
TOTAL GENERAL FUND DIRECT:		515,166	491,818	20,348	0	314,674	335,022
Transfers to Other Funds							
Total Transfers to Other Funds:		0	0	0		0	\$0
TOTAL GENERAL FUND CAPITAL:		\$515,166	\$491,818	\$20,348	\$0	\$314,674	\$335,022
 <u>C.I.P. Reserve:</u>							
		<u>Beginning 2013</u>	<u>Additions/ 2013</u>	<u>Year End 2013</u>	<u>Additions in 2014</u>	<u>Additions (uses) in 2014</u>	<u>Year End 2014</u>
Transfer from Undesignated Reserves:			261,119				
		\$261,188	(\$255,531)	\$266,776	\$260,000	\$243,819	\$282,957

**FUND NUMBER**

104

**TITLE****ARTERIAL STREETS****ACTIVITY DESCRIPTION:**

Implementation of City's Six-Year Transportation Improvement Program.

**GOAL:**

Provide a planned program of major transportation improvements reflecting community needs and consistency with the City Comprehensive Plan.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Completion of planned projects with least disruption to City's motorists.

**BUDGET:**

\$3,510,756

**MAJOR BUDGET CHANGES:**

The Arterial Street budget follows the Transportation Improvement Program adopted by Council. The 2014 program is an estimate of the amount of work that will be completed on individual projects during that year. In some cases, the actual work completed may vary substantially from the estimate. Revenue received from outside sources is typically directly related to the amount of work completed. Included is a contribution to the City's next Comprehensive Plan Update (\$7,000).

**2014 Program:**

Wawawai Path and Road	\$ 843,623
Grand Avenue Widening - Nye to Ritchie	999
Bishop/Klemgard Signal	583,298
Kamiaken Bridge Deck Repair	11,700
Stadium Way Resurfacing	1,292,600
Terre View Widening & Rehabilitation	635,736
Miscellaneous	142,800
Total	<u>\$3,510,756</u>

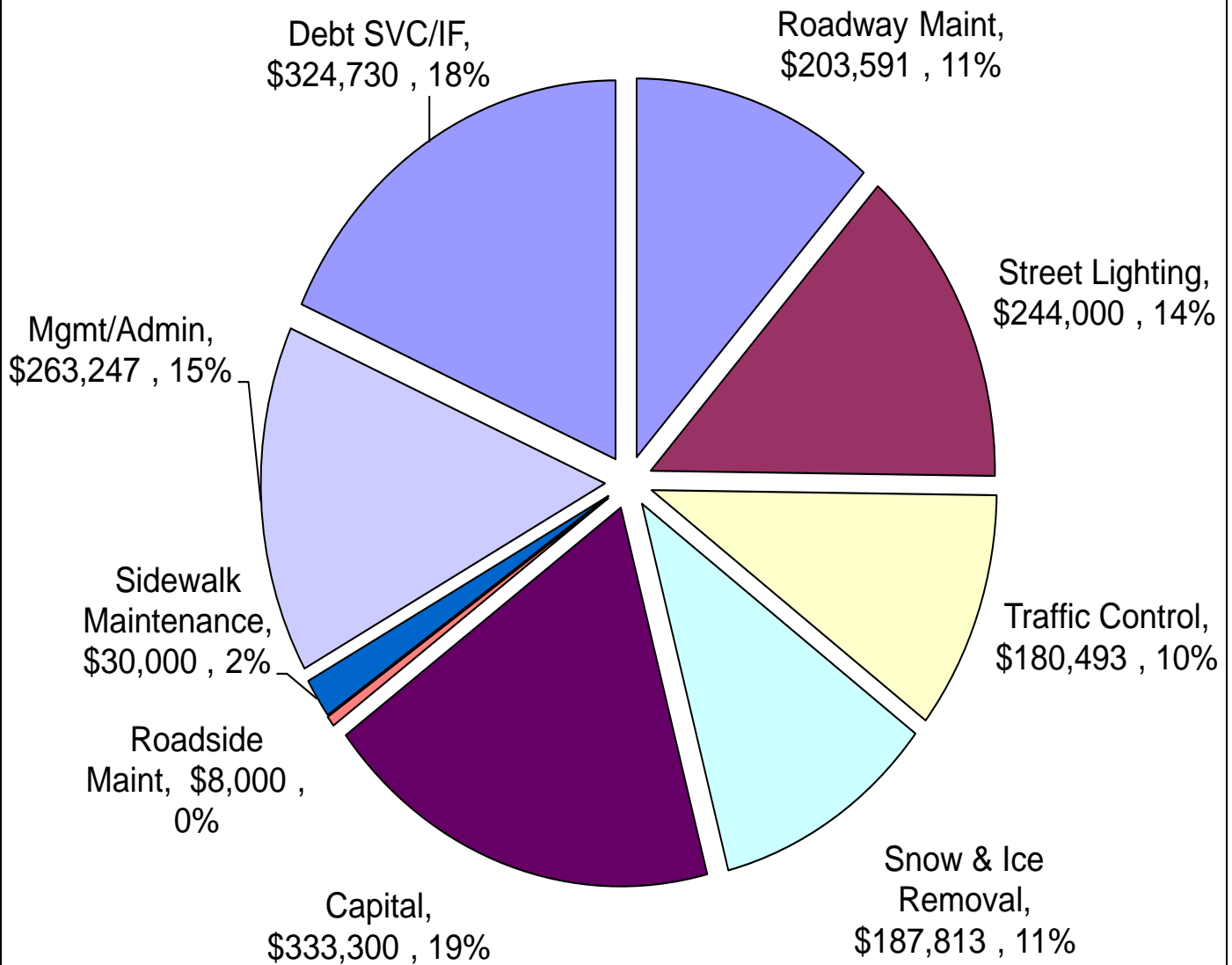
**MEASUREMENT TECHNIQUE:**

Feedback received at public hearings on Transportation Improvement Program and during and after construction.

## ARTERIAL STREET FUND #104

	<b><u>2012 ACTUAL</u></b>	<b><u>2013 BUDGET</u></b>	<b><u>YTD 07/31/13</u></b>	<b><u>2014 REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b><u>REVENUES:</u></b>					
FEDERAL GRANTS				1,213,097	1,213,097
STATE GRANTS	132,068	268,670		1,380,420	1,111,750
GAS TAX	194,977	190,000	114,971	190,000	
TRANSIT-PROJECTS				100,000	100,000
MISCELLANEOUS				75,000	75,000
<b>TOTAL REVENUES:</b>	<b>\$327,045</b>	<b>\$458,670</b>	<b>\$114,971</b>	<b>\$2,958,517</b>	<b>\$2,499,847</b>
<b>+BEGINNING CASH:</b>	1,360,821	1,412,216	1,412,216	1,625,073	212,857
<b>TOTAL RESOURCES:</b>	<b>1,687,867</b>	<b>\$1,870,886</b>	<b>\$1,527,186</b>	<b>\$4,583,590</b>	<b>\$2,712,704</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES		36,000		70,500	34,500
OVERTIME		2,000		5,000	3,000
BENEFITS		14,800		29,000	14,200
SUPPLIES	177	1,000		1,300	300
MINOR EQUIPMENT	12,725	3,000		3,000	
OTHER SERVICES	17,905	97,000	12,423	90,000	(7,000)
INTGOVT/OTHER	244,843	7,000		7,000	
CAPITAL		1,292,000	64,436	3,304,956	2,012,956
<b>TOTAL EXPENDITURE</b>	<b>\$275,651</b>	<b>\$1,452,800</b>	<b>\$76,859</b>	<b>\$3,510,756</b>	<b>\$2,057,956</b>
<b>+ENDING CASH</b>	1,412,216	1,257,686	1,450,327	1,072,834	654,748
<b>TOTAL USES:</b>	<b>\$1,687,867</b>	<b>\$2,710,486</b>	<b>\$1,527,186</b>	<b>\$4,583,590</b>	<b>\$2,712,704</b>

# 2014 Street Budget \$1,775,174



**FUND NUMBER:**

105

**TITLE****STREETS****ACTIVITY DESCRIPTION:**

Maintenance of the City street and bridge systems, maintenance and operation of traffic control and street information signs and signals, and pavement markings.

**GOAL:**

Schedule activities within the budgeted street program that will effectively and efficiently utilize available resources in continuation of roadway system operations in a safe and efficient manner for the motoring and pedestrian public.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Complete approximately 1,500 square yards of asphalt distress patching; complete one-day of crack sealing via Interlocal Agreement with Whitman County; complete \$300,000 accelerated street maintenance program; install/replace 150 street signs; inspect and monitor 19 traffic signals daily; paint 115,000 lineal feet of centerline, fog line, curbs, bike paths, and crosswalks; grade aggregate streets semi annually; apply dust abatement on selected streets and alleys; utilize an effective and efficient snow/ice removal program to provide safe streets (64.52 miles plus 9.31 miles of state highway) for the motoring public.

**BUDGET:**

\$1,775,174

**MAJOR BUDGET CHANGES:**

Because revenues have been relatively stagnant over the last nine years and to preserve the reserves in the Street Fund, certain capital expenses were reduced for 2013. Crack sealing (\$20,000) and sidewalk infilling (\$40,000) were deleted, sidewalk repair was reduced from \$40,000 to \$30,000, and the accelerated street maintenance program was reduced from \$600,000 to \$300,000. In 2014, crack sealing (\$20,000) and sidewalk infilling (\$20,000) have been restored, sidewalk repair (\$20,000) and accelerated street maintenance (\$300,000) remains the same as 2013. The restored items are made possible because of reductions in the professional services budget from \$154,536 to \$64,689 due to the completion of half of the CBD traffic study (-\$50,000) and the deletion of the requirement for a pavement rating study (-\$40,000).

Minor Equipment includes preformed traffic loops (\$1,500); bins and shelves for sign lettering (\$3,500); and miscellaneous hand tool and equipment replacements (\$3,500).

Major Capital includes the Accelerated Street Maintenance Program (\$300,000), Street's share of the City Hall 2<sup>nd</sup> Floor Remodel retainage (\$3,300), the annual sidewalk infill project (\$20,000), and miscellaneous street lighting improvements (\$10,000).

#### **MEASUREMENT TECHNIQUES**

Square yards of new pavement and hours of street system disruption due to ice, snow or flood and timeliness of street painting.

# STREET FUND #105

	<b>2012 ACTUAL</b>	<b>AMENDED 2013 BUDGET</b>	<b>YTD 07/31/13</b>	<b>2014 REQUEST</b>	<b>\$ CHANGE</b>
<b>REVENUES:</b>					
UTILITY TAX	1,140,482	1,114,000	636,647	1,109,500	(4,500)
1/4% R.E. TAX	182,980	150,000	127,337	170,000	20,000
GASOLINE TAX	414,327	400,000	244,313	405,000	5,000
GRANTS, OTHER DIRECT	30,367	6,250	25,516	7,845	1,595
GENERAL FUND - C.I.P.					
TRANSIT FUND	100,000	100,000	100,000		10,000
<b>TOTAL REVENUES:</b>	<b>1,868,155</b>	<b>1,770,250</b>	<b>1,133,813</b>	<b>1,692,345</b>	<b>(77,905)</b>
<b>+BEGINNING FUND BALANCE</b>	<b>1,369,121</b>	<b>1,369,121</b>	<b>1,369,121</b>	<b>1,258,049</b>	<b>(111,072)</b>
<b>TOTAL RESOURCES:</b>	<b>\$3,237,276</b>	<b>\$3,139,371</b>	<b>\$2,502,934</b>	<b>\$2,950,394</b>	<b>(\$188,977)</b>
<b>EXPENDITURES:</b>					
SALARIES	194,197	242,886	149,337	237,528	(5,358)
OVERTIME	6,500	12,677	1,432	13,026	349
BENEFITS	100,494	133,153	69,639	129,383	(3,770)
SUPPLIES	137,652	252,200	76,371	237,800	(14,400)
MINOR EQUIPMT	32,318	16,500	3,983	8,500	(8,000)
ERD / BLDG.RENTAL/ INFO	292,878	391,239	142,464	78,631	(312,608)
OTHER SERVICES	248,209	538,991	211,332	699,006	160,015
INTERGOVERNMENTAL	180,593	77,816	53,418	38,000	(39,816)
CAPITAL & ACCEL MAINT.	868,166	370,000	89,805	333,300	(36,700)
<b>TOTAL EXPENDITURE</b>	<b>2,061,007</b>	<b>2,035,462</b>	<b>797,781</b>	<b>1,775,174</b>	<b>(260,288)</b>
<b>+ENDING FUND BALANCE</b>	<b>1,369,121</b>	<b>1,103,909</b>	<b>1,705,154</b>	<b>1,175,220</b>	<b>71,311</b>
<b>TOTAL USES:</b>	<b>\$3,430,128</b>	<b>\$3,139,371</b>	<b>\$2,502,935</b>	<b>\$2,950,394</b>	<b>(\$188,977)</b>

<b>STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Maintenance Superintendent	
Maintenance Supervisor	0.15
Operations Supervisor	0.10
Control Specialist	0.05
Maintenance Workers	2.35
Engineering Technician	1.00
Seasonal/Casual	0.67
Administration	0.15
Clerical	0.45
<b>Total</b>	<b>4.92</b>

**FUND NUMBER****TITLE****120****CIVIC IMPROVEMENT*****PROPOSED 2014 TOURISM BUDGET*****PURPOSE**

This fund was authorized by the City Council in 1982 to receive the local 2 percent share of the Hotel-Motel Special Lodging Tax, which is levied by the State. On December 5, 2000, the City Council increased this rate to 4 percent.

**REVENUES**

Estimated receipts: **\$341,362**

**EXPENDITURES**

Contractual payments to the Pullman Chamber of Commerce to reimburse its expenses for promoting and encouraging tourism and conferencing in the City. The 2014 request is summarized below:

Salaries:	Tourism Director	\$ 36,420
	Event Coordinator	\$ 32,968
	Office Manager	\$ 3,500
	Part-time Seasonal Intern	\$ 3,000
Payroll Taxes:	Tourism Director	\$ 3,852
	Event Coordinator	\$ 3,080
	Office Manager	\$ 336
Simple IRA Benefit:	Tourism Director	\$ 1,200
	Event Coordinator	\$ 1,200
	Office Manager	\$ 80
Medical Benefits		\$ 7,416
1-800 Phone Number		\$ 360
Postage		\$ 7,300
Travel/Tourism Meetings		\$ 4,250
The Palouse Scenic Byway Program for Whitman Co.		\$ 18,000
Brochures		\$ 18,200
	Pullman-Moscow Visitor's Guide	\$8,000
	Cartoon Map (pad)	\$1,200
	Winery/Brewery Rack Cards	\$1,000
	Loop Tour of Discovery	\$3,000
	Photography Map (new)	\$3,000
	Calendar of Events Posters	\$ 550
	Walk of Fame Brochure	\$1,200
	Camping/RV Brochure	\$ 250



Holiday Festival & Tree Lighting (new lights)	\$ 7,000
First Down Friday Night	\$ 8,500
General Advertising	\$ 85,000 (targeted ads)
Tourism Promotion Grants	\$ 82,500
Office supplies and equipment rental	\$ 5,000
Insurance	\$ 4,000
Technology and Software	\$ 2,000
Website and DSL Fees	\$ 5,000
<b>Total Budget Requested</b>	<b>\$340,162</b>

This request asks to continue to support both a full time Tourism Director and an Events Coordinator. \$36,420 to fund a Tourism Director to work forty hours per week throughout the year. This position administers the tourism budget, development of ads and brochures, managing websites and social media applications, attending meetings and developing tourism education for local businesses, Scenic Byway, Palouse Marketing Committee, relocation and visitor request fulfillment and other tourism related projects. This request includes \$32,968 funding for an Event Coordinator to work forty hours per week throughout the year. This position covers events including Fourth of July, National Lentil Festival, Volunteer Appreciation Picnic, First Down Friday Nights, and Holiday Fest and assists with greeting visitors. This request also includes \$3,000 funding for a Special Events Intern to help with the 4<sup>th</sup> of July and National Lentil Festival. Funds to pay the Office Manager for tourism-related work including paying bills and assisting with events are also included in the budget.

This request includes \$18,000 to continue work on the Palouse Scenic Byway Program. This money will update the website, install a Wayfinding sign in Pullman, provide video production of the byway and do further advertising.

Funding for brochure publication includes production of an all-inclusive, magazine style brochure to incorporate demographic information. Increasing production of winery and brewery rack cards for use throughout the quad cities. Also, design and printing of a new photography map.

Funding for the annual Holiday Festival is increased to \$7000 to include purchasing new lights. Funding for the First Down Friday Night event is requested at \$8,500 for two separate events. Advertising will be purchased to cover the Seattle and Spokane areas.

Funding for general advertising is requested at \$85,000. Due to the addition of hotel rooms in 2014 and the success of targeted

advertising in 2013, we would like to extend our reach to biking and motorcycling.

Funding for Tourism Promotion Grants includes \$47,500 for National Lentil Festival should they wish to reapply for funding. A slight increase for insurance costs is added this year. This policy covers the City of Pullman for any event.

Tourism Director manages 3 separate websites, Pullman Chamber, Palouse Scenic Byway and National Lentil Festival. This allows tracking of average time spent on each website, page views per visit, and top referring sites.

### Web Stats

2013	Visits	Page Views	New Visits	Avg. Time	Click Through Pages per view		2012					
Month												
Chamber Website							4050	10,789	75%	3 min	3 pages	3489 visits
1st Quarter average												11,016 page views
	3 pages											
2 <sup>nd</sup> Quarter average	5139	12,718	72%	3 min	2.7 pages	<div>5054 visits</div> <div>13,318 page views</div> <div>3 pages</div>						
July	7008	15,126	73%	2 min	2.25 pages	<div>6720 visits</div> <div>15,889 page views</div> <div>2 pages</div>						
August	4117	10,138	74%	2.5 min	2.5 pages	<div>4002 visits</div> <div>15,661 page views</div> <div>4 pages</div>						
Lentil Festival Website												
1 <sup>st</sup> Quarter average	1021	2137	80%	1.5 min	2 pages		20% growth					
2nd Quarter average	2414	6371	72%	2.5 min	2.5 pages							
July	4728	12,289	70%	2 min	3 pages							
August	13,273	37,666	65%	2.5 min	3 pages							
Palouse Scenic Byway												
1 <sup>st</sup> Quarter average							Not available					
2 <sup>nd</sup> Quarter average	3445	9644	77%	3 min	4 pages							
July	1986	6885	78%	3 min	4 pages							

August	1676	6189	80%	3 min	4 pages		
<b>Mailings</b>	2011	2012	2012 (as of 9/10)				
Relocation Packets	270	254	221				
Visitor Guides	1664	4674	3284				

### CIVIC IMPROVEMENT FUND #120

	2012 <u>ACTUAL</u>	AMENDED 2013 <u>BUDGET</u>	YTD <u>07/31/13</u>	2014 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
LODGING EXCISE TAX	329,018	311,014	171,360	340,162	29,148
INTEREST	1,242	1,200	671	1,200	
<b>TOTAL REVENUES:</b>	<b>\$330,260</b>	<b>\$312,214</b>	<b>\$172,031</b>	<b>\$341,362</b>	<b>\$29,148</b>
<b>+BEGINNING FUND BALANCE:</b>	967,200	1,009,085	1,009,085	1,010,185	1,100
<b>TOTAL RESOURCES:</b>	<b>\$1,297,460</b>	<b>\$1,321,299</b>	<b>\$1,181,116</b>	<b>\$1,351,547</b>	<b>\$30,248</b>
<b><u>EXPENDITURES:</u></b>					
CONTRACT FOR TOURISM & CONVENTION PROMOTIONS	288,375	333,514	144,851	340,162	6,648
<b>TOTAL EXPENDITURE</b>	<b>\$288,375</b>	<b>\$333,514</b>	<b>\$144,851</b>	<b>\$340,162</b>	<b>\$6,648</b>
<b>+ENDING FUND BALANCE</b>	1,009,085	987,785	1,036,266	1,011,385	23,600
<b>TOTAL USES:</b>	<b>\$1,297,460</b>	<b>\$1,321,299</b>	<b>\$1,181,116</b>	<b>\$1,351,547</b>	<b>\$30,248</b>

**FUND NUMBER:**

310

**TITLE**

**CEMETERY EXPANSION**

**PURPOSE:**

To provide funds for cemetery expansion and/or development.

**GOAL:**

Continue to provide the opportunity for capital cemetery improvements.

**BUDGET:**

\$6,000

**MAJOR BUDGET CHANGES:**

Revenues consist of interest earnings that are transferred from the Cemetery Endowment Care Fund.

# CEMETERY EXPANSION FUND #310

	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	YTD <u>07/31/13</u>	2014 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
FEES	500	450		450	
OTHER	474				
<b>TOTAL REVENUES:</b>	974	450		450	
<b>+BEGINNING CASH:</b>	17,722	18,696	18,696	19,146	450
<b>TOTAL RESOURCES:</b>	<b>\$18,696</b>	<b>\$19,146</b>	<b>\$18,696</b>	<b>\$19,596</b>	<b>\$450</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES					
BENEFITS					
SUPPLIES					
MINOR CAPITAL					
OTHER SERVICES					
LAND PURCHASE					
IMPROVEMENTS		6,000		6,000	
<b>TOTAL EXPENDS:</b>		6,000		6,000	
<b>+ENDING CASH</b>	18,696	13,146	18,696	13,596	450
<b>TOTAL USES:</b>	<b>\$18,696</b>	<b>\$19,146</b>	<b>\$18,696</b>	<b>\$19,596</b>	<b>\$450</b>

**FUND NUMBER:**

315

**TITLE**

2005 LTGO BOND FUND

**PURPOSE:**

This fund collects the necessary General Fund amounts to repay the LTGO (Councilmanic) Bonds issued to finance improvements to Wawawai Path and Terre View Road. The City Council authorized the issuance and sale of the 2005 LTGO bonds on June 7, 2005.

**REVENUES:**

\$38,210

**EXPENDITURES:**

Principal:	\$35,000
Interest:	2,905
Registration:	603
Total:	\$38,508

**2005 LTGO BOND FUND #315**

	<u>2012 ACTUAL</u>	<u>2013 BUDGET</u>	<u>YTD 07/31/13</u>	<u>2014 REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>					
STREET FUND	40,975	39,610	39,610	38,210	(1,400)
BOND PROCEEDS					
INVESTMENTS					
<b>TOTAL REVENUES:</b>	40,975	39,610	39,610	38,210	(1,400)
<b>+BEGINNING CASH:</b>	585	1,272	1,272	1,275	3
<b>TOTAL RESOURCES:</b>	<b>\$41,560</b>	<b>\$40,882</b>	<b>\$40,882</b>	<b>\$39,485</b>	<b>(\$1,397)</b>
<b>EXPENDITURES:</b>					
<b>PRINCIPAL:</b>					
2005 LTGO	35,000	35,000	35,000	35,000	
<b>INTEREST:</b>					
2005 LTGO	4,988	4,305	2,153	2,905	(1,400)
OTHER IMPROVEMENTS					
REGISTRATION	301	305	302	603	298
<b>TOTAL EXPENDITURE</b>	40,288	39,610	37,454	38,508	(1,102)
<b>+ENDING CASH</b>	1,272	1,272	3,427	977	(295)
<b>TOTAL USES:</b>	<b>\$41,560</b>	<b>\$40,882</b>	<b>\$40,882</b>	<b>\$39,485</b>	<b>(\$1,397)</b>

**2005 LTGO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2013:**

	<u>Amount</u>	<u>Maturity</u>
2005 LTGO	\$ 70,000	December 1, 2015
<b>TOTAL:</b>	<b>\$ 70,000</b>	

**FUND NUMBER:****316****TITLE****2007 BOND FUND****PURPOSE:**

This fund was established to account for the revenue and expenditures related to the Parks and Paths Bond Fund.

**REVENUES:**

Funding for this project is from property taxes.

**EXPENDITURES:**

2014 expenditures include \$283,900 for principle, interest, and registration to service the bonds. \$735,840 has also been budgeted for completion of design and construction work on the Reaney Park Pool Complex Improvements project.



# **2007 BOND FUND #316**

	<u>2012 ACTUAL</u>	<u>2013 BUDGET</u>	<u>YTD 07/31/13</u>	<u>2014 REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>					
PROPERTY TAX	282,274	283,100	157,543	283,500	400
TRANSFER IN				100,840	
BOND PROCEEDS					
INVESTMENTS					
<b>TOTAL REVENUES:</b>	282,274	283,100	157,543	384,340	101,240
<b>+BEGINNING CASH:</b>	703,246	686,735	686,735	635,535	(51,200)
<b>TOTAL RESOURCES:</b>	<b>\$985,519</b>	<b>\$969,835</b>	<b>\$844,278</b>	<b>\$1,019,875</b>	<b>\$50,040</b>
<b>EXPENDITURES:</b>					
<b>PRINCIPAL:</b>					
2007 GO	220,000	230,000		240,000	10,000
<b>INTEREST:</b>					
2007 GO	61,500	52,700	26,350	43,500	(9,200)
OTHER IMPROVEMENTS	17,284	50,000	650	735,840	685,840
DEBT ISSUE COSTS					
REGISTRATION		400		400	
<b>TOTAL EXPENDITURE</b>	298,784	333,100	27,000	1,019,740	686,640
<b>+ENDING CASH</b>	686,735	636,735	817,278	135	(636,600)
<b>TOTAL USES:</b>	<b>\$985,519</b>	<b>\$969,835</b>	<b>\$844,278</b>	<b>\$1,019,875</b>	<b>\$50,040</b>

## **2007 GO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2013:**

	<u>Amount</u>	<u>Maturity</u>
2007 GO Bond	\$ 1,020,000	December 1, 2017
<b>TOTAL:</b>	<b>\$ 1,020,000</b>	

**FUND NUMBE:**

**TITLE**

**317**

**2009 WATER-SEWER REVENUE BOND FUND**

**PURPOSE:**

This fund collects the necessary General Fund amounts from the Water and Sewer system to repay the bond for Airport water construction and Well 8 construction.

**REVENUES**

Estimated receipts: \$205,408

**EXPENDITURES**

Estimated expenditures: \$205,048

**2009 WATER-SEWER REVENUE BOND FUND #317**

	<u>2012 ACTUAL</u>	<u>2013 BUDGET</u>	<u>YTD 07/31/13</u>	<u>2014 REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>					
INTER-GOVERNMENTAL					
BOND PROCEEDS					
INVESTMENTS					
TRANSFERS IN	201,908	198,908	19,229	205,408	6,500
<b>TOTAL REVENUES:</b>	<b>201,908</b>	<b>198,908</b>	<b>19,229</b>	<b>205,408</b>	<b>6,500</b>
<b>+BEGINNING CASH:</b>	<b>192,415</b>	<b>193,064</b>	<b>193,064</b>	<b>149,043</b>	<b>(44,021)</b>
<b>TOTAL RESOURCES:</b>					
	<b>\$394,323</b>	<b>\$391,972</b>	<b>\$212,293</b>	<b>\$354,451</b>	<b>(\$37,521)</b>
<b>EXPENDITURES:</b>					
<b>PRINCIPAL:</b>					
2009 REV BONDS	100,000	100,000		110,000	10,000
<b>INTEREST:</b>					
2009 REV BONDS	99,907	97,908	16,318	94,908	(3,000)
OTHER IMPROVEMENTS					
REGISTRATION	302			500	500
TRANSFERS	1,050	50,000	47,021		
<b>TOTAL EXPENDITURE</b>	<b>201,259</b>	<b>248,908</b>	<b>63,339</b>	<b>205,408</b>	<b>(43,500)</b>
<b>+ENDING CASH</b>	<b>193,064</b>	<b>143,064</b>	<b>148,954</b>	<b>149,043</b>	<b>5,979</b>
<b>TOTAL USES:</b>					
	<b>\$394,323</b>	<b>\$391,972</b>	<b>\$259,314</b>	<b>\$354,451</b>	<b>(\$37,521)</b>

**2009 REVENUE BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2013:**

	<u>Amount</u>	<u>Maturity</u>
2009 Revenue Bonds	<u>\$ 2,290,000</u>	September 1, 2029
<b>TOTAL:</b>	<b>\$ 2,290,000</b>	

**FUND NUMBER:****322****TITLE****DOWNTOWN PULLMAN RIVERWALK****PURPOSE:**

This fund was established to account for the revenue and expenditures related to the Downtown Pullman Riverwalk project.

**REVENUES:**

Funding for this budget is from interest earned on 1998 Construction Fund monies.

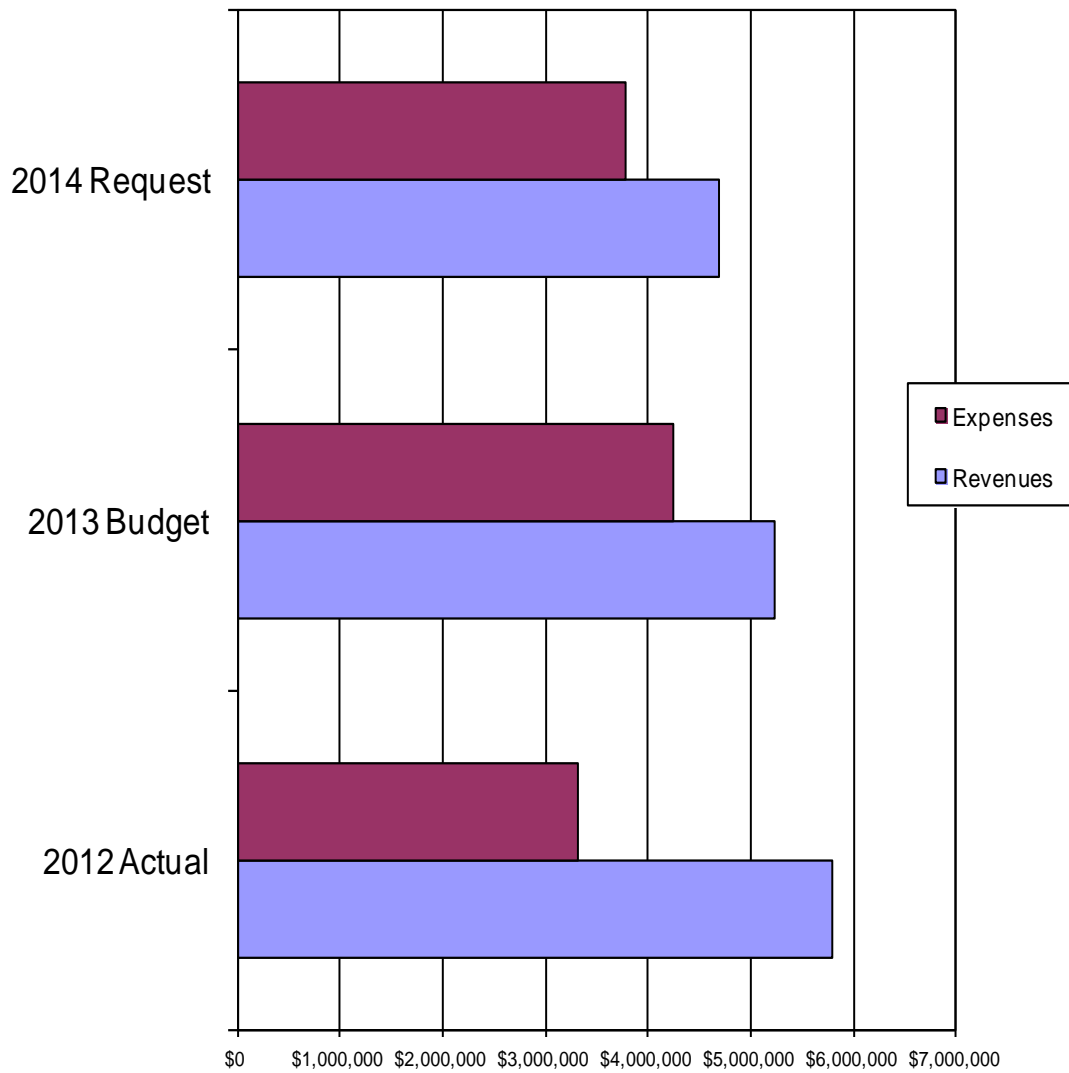
**EXPENDITURES:**

The remaining funds are expected to be expended in 2013. No 2014 expenditures are proposed.

**DOWNTOWN PULLMAN RIVERWALK FUND #322**

	<b><u>2012 ACTUAL</u></b>	<b><u>2013 BUDGET</u></b>	<b><u>YTD 07/31/13</u></b>	<b><u>2014 REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b><u>REVENUES:</u></b>					
FEDERAL GRANTS					
STATE GRANTS					
TRANSFER FROM FUND 302					
MISCELLANEOUS	5	3	4		(3)
<b>TOTAL REVENUES:</b>	<b>\$5</b>	<b>\$3</b>	<b>\$4</b>		<b>(\$3)</b>
<b>+BEGINNING CASH:</b>	7,818	6,991	6,991		(6,991)
<b>TOTAL RESOURCES:</b>	<b>7,823</b>	<b>\$6,994</b>	<b>\$6,995</b>		<b>(\$6,994)</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES					
OVERTIME					
BENEFITS					
SUPPLIES					
MINOR EQUIPMENT					
PROF. SERVICES					
CAPITAL	832	6,995			(6,995)
<b>TOTAL EXPENDITURE</b>	<b>\$832</b>	<b>\$6,995</b>			<b>(\$6,995)</b>
<b>+ENDING CASH</b>	6,991	(1)	6,995		1
<b>TOTAL USES:</b>	<b>\$7,823</b>	<b>\$6,994</b>	<b>\$6,995</b>		<b>(\$6,994)</b>

## Utility Fund: Water Division



**Revenues vs. Expenses**

**FUND NUMBER:**

401

**TITLE**

UTILITIES/WATER

**ACTIVITY DESCRIPTION:**

Maintenance and operation of City water facilities delivering approximately 896 million gallons of water to consumers annually.

**GOAL:**

Provide a constant supply of the highest quality water available at adequate pressure to approximately 5,072 City service connections. Perform preventive maintenance as scheduled to prevent the development of any major problems in equipment, facilities, and distribution systems, and perform repairs as needed to ensure continuous quality service.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Replace approximately 250 water meters 15 years old or older to ensure accuracy in water consumption measurements; repair existing water meters, services, and hydrants; install 100 service connections for new construction; replace approximately 25 galvanized service lines with plastic or copper lines; survey approximately 25 miles of water mains and service lines for detection and repair of leaks; inspect, test, and repair all pressure-reducing valves, altitude valves and control valves; inspect and test 25% of all large water meters on a rotating basis; monitor and test all cross connection control devices installed in City facilities; perform preventive maintenance on pumps, motors, chlorine, fluoride, and telemetry equipment; daily monitoring for all wells, booster stations and reservoirs; daily monitoring for fluoride and chlorine residual levels; weekly sampling for coliform testing; annual testing for organics, nitrates, and trihalomethane; other testing as required for volatile organic contaminants, herbicides, pesticides, insecticides, bacteria, EDB, dioxin, endothall, diquat, glyphosphate, and radionuclides (approximately 3,000 tests conducted yearly).

**BUDGET:**

\$3,779,275

**MAJOR BUDGET CHANGES:**

The 2014 budget includes \$60,000 for completing the update to the Water System Plan and cleaning of Landis Reservoir and the James Place standpipe (\$40,000).

Minor Capital includes miscellaneous hand tools (\$2,500).

Major Capital includes radio read meters for new accounts (\$25,000), upgrades to the domestic water system at the Airport (\$50,000 carryover), Water's share of the City Hall 2<sup>nd</sup> Floor Remodel retainage (\$12,000), the Johnson Road waterline project (\$105,000 carryover), miscellaneous water line replacements (\$100,000), new color printer/copier for M&O (\$15,000), North Grand Avenue utility extension contribution (\$20,000), and miscellaneous water line replacements (\$100,000).

**MEASUREMENT TECHNIQUE:**

Days of water supply shut down, amount of leak repairs, and meters replaced.



**UTILITY FUND  
#401**

**WATER-SEWER REVENUES AND EXPENDITURES**

2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	YTD <u>07/31/13</u>	2014 <u>REQUEST</u>	<u>\$ CHANGE</u>
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**REVENUES:**

**WATER DIVISION:**

WATER SALES	4,128,649	3,803,000	2,282,564	4,105,000	302,000
MISCELLANEOUS	1,672,333	1,431,141	433,760	581,442	(849,699)

<b>TOTAL REVENUES:</b>	<b>\$5,800,982</b>	<b>\$5,234,141</b>	<b>\$2,716,325</b>	<b>\$4,686,442</b>	<b>(\$547,699)</b>
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**EXPENDITURES:**

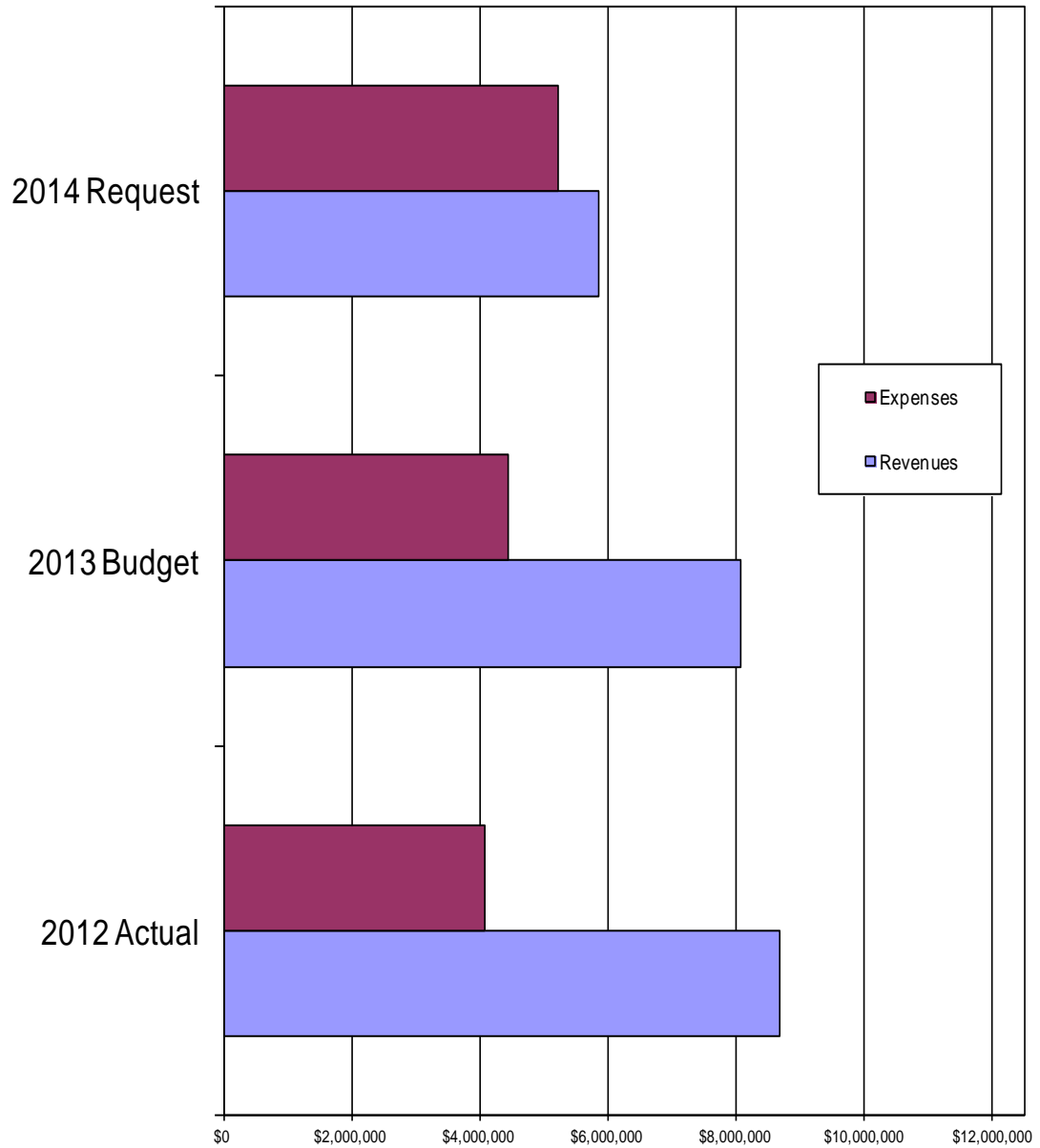
SALARIES	554,122	597,834	364,391	632,548	34,714
OVERTIME	5,782	19,608	1,500	20,121	513
BENEFITS	317,695	336,771	168,139	335,307	(1,464)
SUPPLIES	271,422	357,516	198,200	382,274	24,758
MINOR EQUIPMENT	10,672	25,450	5,136	2,500	(22,950)
ERD/BUILDING RENTAL	272,511	363,699	173,541	291,977	(71,722)
OTHER SERVICES	627,847	1,715,353	336,174	1,443,116	(272,237)
INFO SYS/INTERGOVT	786,866			207,310	207,310
DEBT REDEMPTION	137,835	137,800	136,782	137,122	(678)
**CAPITAL	327,321	400,000	133,484	327,000	(73,000)

<b>TOTAL EXPENDITURES:</b>	<b>\$3,312,072</b>	<b>\$4,238,939</b>	<b>\$1,840,828</b>	<b>\$3,779,275</b>	<b>(\$459,664)</b>
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<b>SURPLUS/(DEFICIT)</b>	<b>\$2,488,910</b>	<b>\$995,202</b>	<b>\$875,497</b>	<b>\$907,167</b>	<b>(\$88,035)</b>
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<b>STAFFING: WATER</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Operations Supervisor	0.90
Maintenance Superintendent	0.45
Maintenance Supervisor	0.35
Maintenance Workers	6.96
Control Specialist	0.45
Engineering Technician	1.70
Seasonal/Casual	1.33
Clerical	0.65
Administration	0.30
Mapping Aide	1.00
<b>Total</b>	<b>14.09</b>

## Utility Fund: Sewer/Sewage Treatment



**Revenues vs. Expenses**

**ACTIVITY:****TITLE****401****UTILITIES/SEWER MAINTENANCE  
AND SEWER TREATMENT****ACTIVITY DESCRIPTION:**

Maintenance of sewer collection facilities and maintenance and operation of the Wastewater Treatment Plant.

**GOAL:**

Provide a safe and effective wastewater collection system that will accept water and water-carried waste from their point of origin and carry them at an acceptable rate to the Wastewater Treatment Plant so as to provide uninterrupted service to City utility customers.

Provide wastewater treatment that meets or exceeds all Department of Ecology and Environmental Protection Agency regulations.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Perform planned and preventive maintenance on 91.82 miles of sewer lines and interceptor lines, which includes: jet-vac or power-rod 215,000 lineal feet of sewer mains; televising 6,000 lineal feet of sewer lines to support the sewer replacement program, for identifying problem lines with additional maintenance needs, and for verifying the location of customer lateral taps to the main.

Perform planned and preventive maintenance on two major and three minor sewer lift stations, which includes daily monitoring, monthly cleaning, and biannual motor and pump inspections, testing and repairs.

Annual treatment of approximately 1.09 billion gallons of wastewater meeting State Department of Ecology requirements. The budgeted service level will provide for the following: perform 65+ work orders monthly for routine and preventive maintenance functions on plant equipment; effectively manage the annual disposal and farmland application of approximately 440 dry tons of biosolids; conduct 4,000 laboratory tests annually for operational needs and monitoring requirements.

**BUDGET:**

\$5,236,002      (Sewer Maintenance is \$813,749 and Sewage Treatment is \$4,422,253)

**MAJOR BUDGET CHANGES:**

There are no major changes in the Sewer Maintenance budget. The Sewer Treatment budget includes the first SRF loan repayment (\$426,288) on the Secondary Process Improvements project, consultant services during construction for the TWAS Pump Upgrade (\$10,000), TPS Piping Upgrade (\$10,000), Plant Air Gap (\$5,000), Polymer System Replacement (\$5,000), completion of the Head End Study (\$10,000); Plant Water Filter System design (\$8,000); evaluation of converting a rental house to office space (\$10,000), and Floodplain analysis (\$7,500).

Minor Capital includes annual replacement of building heaters (1 @ \$2,500), annual replacement of sump pump (\$2,400), anti-fatigue mats for the laboratory (\$4,000), BOD/DO sample stirrer (\$1,000), book shelves for the Industrial Mechanic's Office (\$1,000), laboratory fume hood airflow monitor (\$1,000), pH meter for Lake Street flow monitoring station (\$5,000), miscellaneous tools (\$2,200), replace small wet vacuum (\$150), small portable plastic tables (\$200), swiveling stool for the laboratory (\$300), tools for the Industrial Mechanic (\$2,500), and two Ebara pumps (\$2,500).

Major Capital includes inflow and infiltration reduction projects (\$26,000), a new six-inch sewer pipe inspection camera/crawler (\$90,000), Sewer's share of the City Hall 2<sup>nd</sup> Floor Remodel retainage (\$7,000), completion of the Palouse River Riparian project (\$12,000), Thickened Waste Activated Sludge pumping upgrades (\$130,000); Thickened Primary Sludge piping upgrades (\$150,000), the digester copula floor drain project (\$15,000), North Grand Avenue utility extension contribution (\$20,000), install air gap on WWTP waterline (\$125,000), replace belt press and DAFT polymer makeup units (\$115,000), and miscellaneous sewer main replacements (\$75,000).

**MEASUREMENT TECHNIQUE:**

Number of sewer line stoppages and effluent parameters meeting Department of Ecology requirements.

**UTILITY FUND  
#401**

**WATER-SEWER REVENUES AND EXPENDITURES**

	2012	2013	YTD	2014	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/13</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

**SEWER/SEWAGE TREATMENT DIVISION:**

**REVENUES:**

SEWER SALES	3,433,469	3,500,000	2,173,040	3,950,000	450,000
WSU REIMBURSMT	1,057,117	1,000,000	414,679	1,000,000	
MISCELLANEOUS	4,195,898	3,578,751	708,890	912,773	(2,665,978)

**TOTAL REVENUES:**

<b>\$8,686,484</b>	<b>\$8,078,751</b>	<b>\$3,296,609</b>	<b>\$5,862,773</b>	<b>(\$2,215,978)</b>
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**EXPENDITURES:**

SALARIES	664,324	808,376	389,428	795,073	(13,303)
OVERTIME	14,818	13,745	5,819	14,097	352
BENEFITS	354,168	409,616	184,421	422,479	12,863
SUPPLIES	323,345	286,777	83,251	268,406	(18,371)
MINOR EQUIPMENT	9,669	35,465	18,277	24,750	(10,715)
ERD/ BUILDING RENTAL	191,837	290,486	144,691	247,873	(42,613)
OTHER SERVICES	863,343	1,509,934	358,606	1,665,189	155,255
INFO SYS/INTERGOVT	467,409	59,720	256,698	53,449	(6,271)
DEBT REDEMPTION	536,508	523,070	530,394	989,686	466,616
**CAPITAL	654,249	500,710	200,575	755,000	254,290

**TOTAL EXPENDITURES:**

<b>\$4,079,668</b>	<b>\$4,437,899</b>	<b>\$2,172,160</b>	<b>\$5,236,002</b>	<b>\$798,103</b>
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**SURPLUS/(DEFICIT)**

<b>\$4,606,816</b>	<b>\$3,640,852</b>	<b>\$1,124,449</b>	<b>\$626,771</b>	<b>(\$3,014,081)</b>
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**STAFFING:SEWER/SEWAGE TREATMENT**

Position	Full-Time Equivalent
Maintenance Superintendent	0.10
Maintenance Supervisor	0.40
Operations Supervisor	0.05
WWTP Supervisor	1.00
WWTP Operator	5.00
Laboratory Manager	1.00
WWTP Mechanic	1.00
Control Specialist	0.45
Maintenance Workers	1.56
Engineering Technician	1.20
Seasonal/Casual	1.65
Clerical	1.01
Administration	0.70
Mapping Aide	1.00
<b>Total</b>	<b>16.12</b>

**UTILITY FUND  
#401**

**WATER-SEWER REVENUES AND EXPENDITURES**

2012	2013	YTD	2014	
<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/13</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

**TOTAL UTILITY FUND:**

REVENUES:	14,487,466	13,312,892	6,012,934	10,549,215	(2,763,677)
EXPENDITURES:	7,391,741	8,676,838	4,012,988	9,015,277	338,439
DEPRECIATION:	1,450,902	1,700,000		1,700,000	
CAPITAL TRANSFERS 403:	4,641,594	4,700,000	2,397,172	2,952,770	(1,747,230)
SURPLUS/(DEFICIT):	(447,672)	(1,763,946)	(397,226)	(3,118,832)	(1,354,886)
ENDING CASH:	7,519,767	7,455,821	7,102,041	6,053,708	(1,402,113)

**ACTIVITY:****TITLE****403****UTILITY CAPITAL PROJECTS FUND****PURPOSE:**

This fund is used to account for major water, sewer and sewage treatment capital projects. Some of the projects are multi-year projects that will not be completed within 2014. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2014 request includes only the estimated project dollars that we intend to expend in 2014.

**REVENUES:**

Funding for projects will be from Utility Fund reserves, a loan from the State Revolving Fund, and from WSU.

**EXPENDITURES:** \$2,952,770

Utility Capital Projects include:

**Water**

Well 5 Chlorine Upgrades	\$ 54,420
State Street Waterline	220,000
Stadium Way Waterline	52,650
Meyer Drive Waterline	52,000
Harold Drive Waterline	\$ 86,000
<b>Total</b>	<b>\$ 465,070</b>

**Sewer**

Dry Fork Creek Sewer (design)	\$ 32,000
Reaney Park Sewer	100,250
SR 270/Airport Road Sewer	<u>\$2,026,250</u>
<b>Total</b>	<b>\$2,158,500</b>

**WWTP**

Aeration Basin Upgrades	\$ 67,200
STP Electrical & Control Upgrade	30,000
STP Secondary Clarifier Upgrades	45,000
RAS Pumping Upgrades	25,000
Influent Pump Replacement	\$ <u>162,000</u>
<b>Total</b>	\$ 329,200
 <b>Grand Total</b>	 <b>\$2,952,770</b>



# UTILITY CAPITAL PROJECTS FUND 403

	2010 REQUEST	2011 REQUEST	2012 REQUEST	2013 REQUEST	2014 REQUEST
<b>REVENUES:</b>					
WSU CONTRIBUTIONS					
OTHER					
<b>TOTAL REVENUES:</b>					
+UTILITY FUND CASH + LOANS:	3,048,175	4,485,329	10,677,280	8,181,327	2,952,770
<b>TOTAL RESOURCES:</b>	<b>\$3,048,175</b>	<b>\$4,485,329</b>	<b>\$10,677,280</b>	<b>\$8,181,327</b>	<b>\$2,952,770</b>
<b>CAPITAL EXPENDITURES:</b>					
<b>SEWAGE TREATMENT PLANT:</b>					
BLOWER UPGRADE					
STP ELECTRICAL & CONTROL UPGRADE					
STP SECONDARY CLARIFIER UPGRADES					
RAS PUMPING UPGRADE					
<b>SEWER:</b>					
CLIFFORD STREET SEWER	650,000	650,000	650,000	42,800	
RV PARK/RIVERVIEW SEWER					
MCKENZIE STREET SEWER					
PIONEER SEWER					
DRY FORK CREEK SEWER			420,000	32,000	32,000
Reaney Park Sewer				100,000	100,250
SR70/Airport Road Sewer				2,174,000	2,026,250
<b>WATER SYSTEMS:</b>					
SW HIGH STANDPIPE	127,500	57,000			
TELEMETRY	36,000	20,000			
BOOSTER STATION #10	261,375	9,000	8,520		
JOHNSON ROAD WATERLINE					
WELL #8	679,500	52,400	49,760	48,260	
BOOSTER 4 MODIFICATIONS					
WATER SYSTEM SECURITY IMPROVEMENTS					
IRRIGATION SYSTEM UPGRADES					
WELL #5 CHLORINE UPGRADE	23,100	181,720	238,000	244,600	54,420
AIRPORT WATER SYSTEM	686,500	63,000			
CITY HALL 2ND FLOOR REMODEL	30,000			10,547	
M&O RADIO COMMUNICATIONS	185,000	190,000	15,000		
REANEY PARK WATERLINE	45,700	6,000			
HIGH STREET WATERLINE	2,500				
BLEASNER DRIVE WATERLINE		131,000	5,000		
GUY STREET WATERLINE	138,000	6,500			
STATE STREET WATER			220,000	119,100	220,000
STADIUM WAY WATER LINE			560,000	373,500	52,650
Booster 10				8,520	
MEYER DRIVE WATER LINE REPLACEMENT					52,000
HAROLD DRIVE WATER LINE REPLACEMENT					86,000
<b>WASTEWATER TREATMENT PLANT:</b>					
NEW DIGESTER	20,000				
AERATION BASIN CONSTR./UPGRADES	10,000	2,197,709	6,885,000	3,273,000	67,200
STP ELECTRICAL & CONTROL UPGRADE	100,000	100,000	120,000	500,000	30,000
STP SECONDARY CLARIFIER UPGRADES		240,000	860,000	695,000	45,000
RAS PUMPING UPGRADE		120,000	420,000	365,000	25,000
WAWAWAI LIFT STATION REPLACEMENT		236,000	16,000		
INFLUENT PUMP REPLACEMENT		225,000	210,000	195,000	162,000
COLFAX LIFT STATION	53,000				
<b>TOTAL EXPENDITURES:</b>	<b>\$3,048,175</b>	<b>\$4,485,329</b>	<b>\$10,677,280</b>	<b>\$8,181,327</b>	<b>\$2,952,770</b>
+ENDING CASH					
<b>TOTAL USES:</b>	<b>\$3,048,175</b>	<b>\$4,485,329</b>	<b>\$10,677,280</b>	<b>\$8,181,327</b>	<b>\$2,952,770</b>

**FUND NUMBER:****404****TITLE****STORMWATER****ACTIVITY DESCRIPTION:**

Implementation of the Stormwater Management Program in conformance with the City's NPDES Phase II Municipal Stormwater Permit.

**GOAL:**

Schedule activities within the budgeted stormwater program that will improve water quality in receiving streams by reducing pollution, maintain and improve infrastructure, reduce volume-induced negative water quality impacts to natural drainage systems, increase public awareness of stormwater issues and meet regulatory permit requirements. Administer stormwater regulations, policies, and practices in a positive, helpful manner.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Achieve compliance with the NPDES Municipal Stormwater Permit. Implement the stormwater maintenance program including: 1) Sweeping all streets in the spring and in the fall, weekly sweeping of the Central Business District, and sweeping other City streets one day per week on a rotating basis; 2) Leaf cleanup program in November; 3) Televisе approximately 500 feet of storm drain lines. 4) Clean 37 miles of storm drain lines on a rotating basis; 5) Inspect and clean 1,763 catch basins, 964 manholes, 202 catch basin/manholes, 23 curb inlets, 44 flow control facilities (detention ponds), 381 outfalls, 10 treatment facilities (biofiltration swales, oil/water separators, etc.) on a rotating basis.

**BUDGET:**

\$1,183,803

**MAJOR BUDGET CHANGES:**

The 2014 budget includes increased costs in Professional Services primarily due to anticipated receipt of two Department of Ecology grants totaling \$170,000. Included is a contribution to the City's next Comprehensive Plan Update (\$7,000).

Minor Equipment includes water quality monitoring equipment (\$1,500), asset inventory/inspection equipment (\$1,500), MS4 maintenance tools/equipment (\$5,000), a new computer for Stormwater Aide (\$2,100), and miscellaneous tools and equipment (\$1,000).

Capital includes Stormwater's share of the City Hall 2<sup>nd</sup> Floor Remodel retainage (\$2,000) and the Stadium Way Storm Drain replacement retainage (\$20,100).

**MEASUREMENT TECHNIQUE:**

NPDES Phase II Municipal Stormwater Permit compliance; number of lane miles swept; successful leaf pickup program; feet of storm drain pipe televised and cleaned; number of catch basins and manholes inspected and cleaned; number of flow control and treatment facilities inspected and maintained; proper functioning of private flow control and treatment facilities, and public feedback.

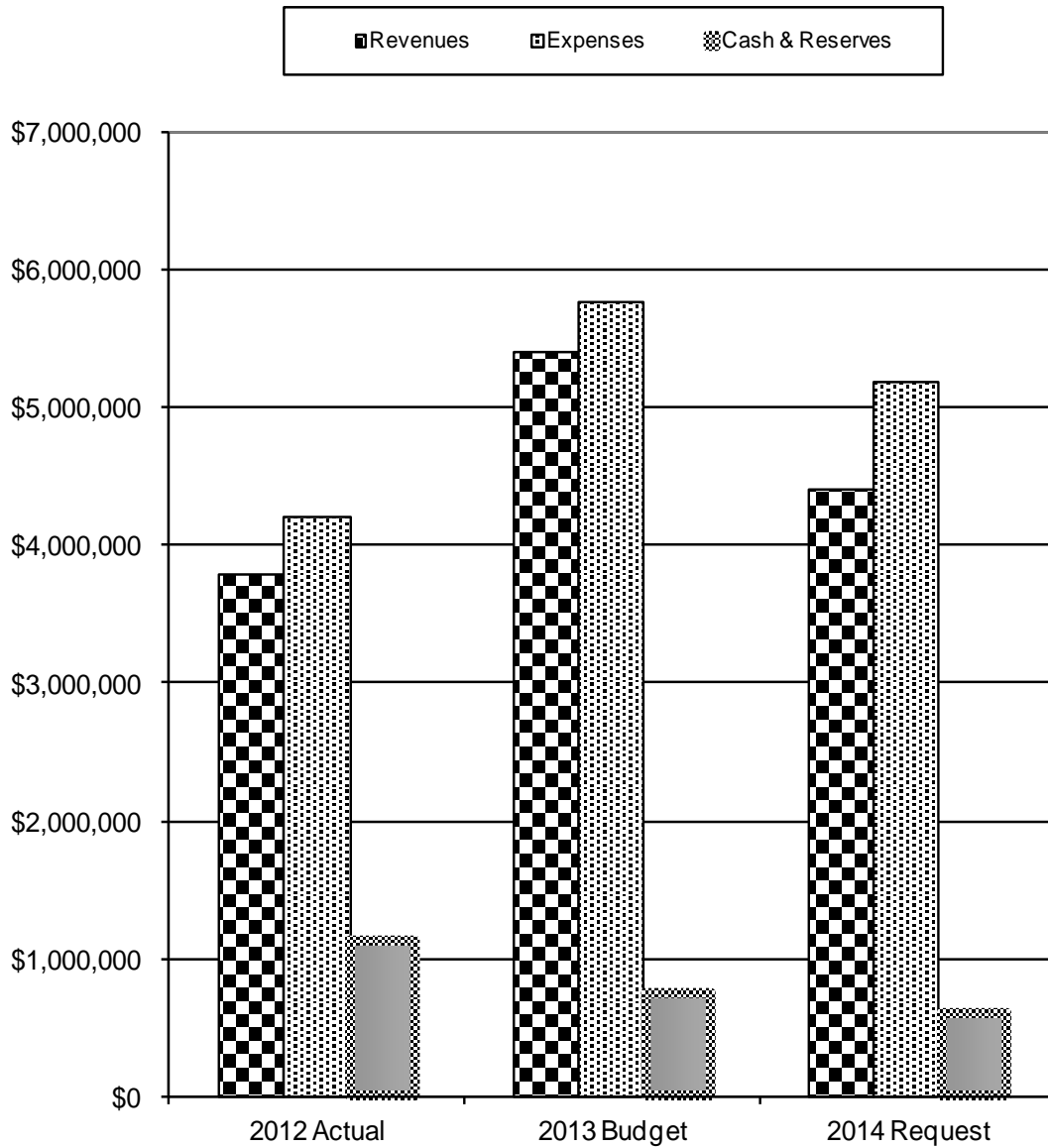
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# **STORMWATER FUND #404**

	<b>2012 ACTUAL</b>	<b>2013 BUDGET</b>	<b>YTD 07/31/13</b>	<b>2014 REQUEST</b>	<b>\$ CHANGE</b>
<b>REVENUES:</b>					
CHARGES GOODS&SERVICE	1,088,950	1,090,000	636,587	1,100,000	10,000
GRANTS	50,000			170,000	170,000
INVESTMENT INTEREST					
OPERATING TRANSFERS	188,000				
MISCELLANEOUS					
<b>TOTAL REVENUES:</b>	<b>\$1,326,950</b>	<b>\$1,090,000</b>	<b>\$636,587</b>	<b>\$1,270,000</b>	<b>\$180,000</b>
<b>EXPENDITURES:</b>					
SALARIES	224,836	245,814	132,452	245,040	(774)
OVERTIME	553	3,889	453	4,381	492
BENEFITS	108,317	122,122	58,018	119,975	(2,147)
SUPPLIES	14,073	23,000	5,340	22,000	(1,000)
MINOR EQUIPMENT	14,942	15,500	1,380	11,100	(4,400)
ERD RENTAL	88,221	154,662	62,331	133,231	(21,431)
BLDG RENTAL	60,269	86,837	43,393	16,482	(70,355)
INFO SYSTEMS		11,030	5,515	16,317	5,287
OTHER SERVICES	129,125	202,411	42,828	429,727	227,316
INTGOVT/OTHER	109,820	164,000	55,050	163,450	(550)
CAPITAL	23,339	370,000		22,100	(347,900)
<b>TOTAL EXPENDITURE</b>	<b>\$773,496</b>	<b>\$1,399,265</b>	<b>\$406,760</b>	<b>\$1,183,803</b>	<b>(\$215,462)</b>
<b>NET REVENUES/EXPENDITURE</b>	<b>\$520,261</b>	<b>(\$309,265)</b>	<b>\$229,828</b>	<b>\$86,197</b>	<b>(\$395,462)</b>
<b>DEPRECIATION</b>	<b>33,194</b>	<b>45,000</b>	<b>237,974</b>	<b>48,000</b>	<b>3,000</b>
<b>NET</b>	<b>\$487,067</b>	<b>(\$354,265)</b>	<b>(\$8,147)</b>	<b>\$38,197</b>	<b>392,462</b>
<b>+BEGINNING CASH:</b>	<b>1,169,829</b>	<b>1,723,284</b>	<b>1,723,284</b>	<b>1,508,353</b>	<b>(214,931)</b>
<b>+ENDING CASH</b>	<b>1,690,090</b>	<b>1,414,019</b>	<b>1,953,112</b>	<b>1,594,550</b>	<b>180,531</b>

<b>STAFFING: STORMWATER</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Public Works Director	0.10
Deputy Public Works Director	0.10
Stormwater Service Program Manager	1.00
Field Technician	1.00
Stormwater Aide	0.50
Senior Engineering Tech	0.10
Maintenance Workers	1.17
Clerical	0.34
Seasonal/Clerical	1.22
<b>Total</b>	<b>5.53</b>

# TRANSIT FUND



**FUND NUMBER:****405****TITLE****TRANSIT****ACTIVITY DESCRIPTION:**

Operation of the City's Transit system, service includes the fixed route and Dial-A-Ride services.

**GOAL:**

Provide safe, reliable, and convenient public transportation to the citizens of Pullman for a reasonable cost.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Transport over 1,400,000 fixed route passengers and provide 17,000 Dial-A-Ride trips.

Keep the fixed route farebox return ratio over 50 percent.

Keep fixed route ridership per hour near or above 50 riders.

Keep overall operating cost per passenger on the fixed route below \$2.00.

Keep Dial-A-Ride on-time pickup percentage above 95 percent.

**BUDGET:**

\$4,708,917

**MAJOR BUDGET CHANGES:**

The major budget changes for 2014 are increased salary costs (\$179,790) due to additional service approved in 2012 and 2013 and continued into 2014. Also a contracted employee COLA approved for 2013 and 2014 has significantly increased salaries as has the creation of a new "Extra Board" program that has added two more driving positions to the Transit staff. The increase in benefit costs (\$69,135) and the increase in tree trimming cost associated with the new taller hybrid buses (\$40,000) has also added to the increase for 2014.

Minor Capital includes the replacement of miscellaneous office equipment (\$2,000), miscellaneous tools (\$1,000), a new "Ranger", on board display for the Dial-A-Ride service (\$2,900), a flatbed trailer for the bus washers (\$2,000), and a "Training Display System" for showing training videos and safety messages to drivers (\$2,500).

Major capital includes 2 or 3 new bus shelters (\$26,000), 12 new semi-set bus stop signs (\$13,800), an upgrade of the software for the Dial-A-Ride service scheduling system (\$10,000) and one new 40' hybrid bus (\$645,000).

#### **MEASUREMENT TECHNIQUE:**

The operational performance of Pullman Transit is measured against all other Washington transit systems using criteria established by the State and described in our 2013-2018 Transit Development Plan.



# **TRANSIT FUND #405**

	<b>2012</b>	<b>2013</b>	<b>YTD</b>	<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b><u>REVENUES:</u></b>					
FARES	1,783,115	1,913,550	962,260	1,990,204	76,654
OTHER LOCAL	(29,212)	7,500	5,034	7,500	
STATE MVET	221,631				
EQUALIZATION					
UTILITY TAX	1,139,916	1,114,000	636,647	1,154,000	40,000
<b>TOT OPER REVENUE</b>	<b>\$3,115,450</b>	<b>\$3,035,050</b>	<b>\$1,603,941</b>	<b>\$3,151,704</b>	<b>\$116,654</b>
VEHICLE GRANT	111,499	42,318	1,510,500	535,350	493,032
OPERATING GRANT	560,204	650,000	291,208	716,511	66,511
<b>TOTAL REVENUES:</b>	<b>\$3,787,153</b>	<b>\$5,396,555</b>	<b>\$3,518,310</b>	<b>\$4,403,565</b>	<b>(\$992,990)</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES	1,399,860	1,450,976	816,229	1,630,766	179,790
OVERTIME	44,496	35,817	15,403	37,385	1,568
BENEFITS	757,971	773,147	446,738	842,282	69,135
SUPPLIES	17,395	33,700	13,403	35,700	2,000
MINOR EQUIPMENT	25,582	11,600	3,218	10,400	(1,200)
EQUIPMENT MAINTENANCE	1,093,063	1,135,133	612,406	1,032,684	(102,449)
OTHER SERVICES	226,241	305,545	183,754	324,900	19,355
INTERFUND PAYMENTS	10,412	10,000	7,135	110,000	100,000
CAPITAL	221,987	1,999,800	1,916,744	684,800	(1,315,000)
<b>TOTAL OPER. EXPENSE</b>	<b>\$3,797,008</b>	<b>\$5,755,718</b>	<b>\$4,015,028</b>	<b>\$4,708,917</b>	<b>(\$1,046,801)</b>
<b>NET REVENUES/ EXPENSES</b>	<b>(9,855)</b>	<b>(359,163)</b>	<b>(496,718)</b>	<b>(305,352)</b>	<b>53,811</b>
DEPRECIATION	395,334	450,000		475,000	25,000
<b>NET</b>	<b>(\$405,189)</b>	<b>(\$809,163)</b>	<b>(\$496,718)</b>	<b>(\$780,352)</b>	<b>\$28,811</b>
<b>+BEGINNING CASH:</b>	1,107,503	1,107,503	1,138,900	936,175	(171,328)
<b>+ENDING CASH</b>	1,138,900	748,340	642,182	630,823	(142,517)

<b>STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Administration	0.20
Transit Manager	1.00
Operations Supervisor	1.00
Customer Service Supervisor	1.00
Training Officer	1.00
Dispatcher	3.07
Customer Service Representative	1.58
Driver, Full Time	16.98
Driver, 3/4 Time	0.72
Driver, 1/2 Time	5.60
Driver, Extra Board Time	0.96
Bus Washer	2.62
Security	0.25
<b>Total</b>	<b>35.98</b>

**FUND NUMBER:**

501

**TITLE****EQUIPMENT RENTAL****ACTIVITY DESCRIPTION:**

Preventive maintenance and repair of all equipment in the City fleet.

**GOAL:**

Perform preventive maintenance and routine repairs on all City vehicles to minimize equipment maintenance and operation costs and to maximize equipment availability and useful life, so that City staff can provide the highest possible level of service to the public.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Perform preventive maintenance and minor repairs on fleet equipment: 5 fire trucks, 7 ambulance/rescue vehicles, 1 hazmat semi-truck and trailer, 18 police vehicles, 22 transit buses, 4 mini-buses, 48 light vehicles (passenger cars, vans, and trucks half-ton or smaller), 23 large trucks (one-ton or larger, including dump trucks, vac trucks and sweepers), 27 pieces of various heavy equipment, and 29 attachments and accessory equipment; and prepare new equipment for service. Over 2300 service calls for routine maintenance, repairs, and overhauls are completed.

**BUDGET:**

\$2,379,404

**MAJOR BUDGET CHANGES:**

There are no major budget changes. The 2014 budget includes \$30,000 for the fuel island relocation design.

Minor Capital includes employee tool replacement per the labor agreement (\$1,500), other miscellaneous tool and equipment replacements (\$4,500), a laptop for radio programs (\$1,500), metal shelving for radio equipment storage room (\$1,000), and two (2) manual suction cup lifters for moving glass (\$400).

Capital Expenditures are approved CIP vehicles (\$333,000), with the exception of 88-005 (\$35,000) and 99-084 (\$64,000) which was budgeted at \$40,000 in CIP. Both of these vehicles are included as a result of a recent Fire Department vehicle evaluation and if approved in the budget they will need to have CIP Committee approval prior to purchasing.

FY2014 VEHICLE REPLACEMENTS:

01-051	2001 Ford One Ton with Plow - Parks	\$	45,000
02-225	2002 John Deere Gator - Parks		13,000
11-019	2011 Ford Crown Victoria - Police		51,000
88-005	1988 4x4 Rescue Truck with Covered Trailer		35,000
91-113	1991 GMC Bucket Truck - M&O		125,000
99-084	1999 Chevrolet Van Replaced with 4x4 Pickup (surplus)	\$	<u>64,000</u>

**TOTAL**

**\$ 333,000**

**GRAND TOTAL**

**\$ 333,000**

**MEASUREMENT TECHNIQUE:**

Satisfaction of vehicle performance from user departments.

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## EQUIPMENT RENTAL FUND #501

	<b>2012 ACTUAL</b>	<b>2013 BUDGET</b>	<b>YTD 07/31/13</b>	<b>2014 REQUEST</b>	<b>\$ CHANGE</b>
<b>REVENUES:</b>					
EQUIPMENT RENT & REPAIR	2,163,773	2,510,341	1,263,224	2,281,492	(228,849)
MISCELLANEOUS	116,685	58,000	70,853	59,125	1,125
TRANSFERS IN/OUT	89,915	170,000	61,923	61,923	(108,077)
<b>TOTAL REVENUES:</b>	<b>\$2,370,373</b>	<b>\$2,738,341</b>	<b>\$1,396,000</b>	<b>\$2,402,540</b>	<b>\$760,855</b>
<b>EXPENSES:</b>					
SALARIES	314,781	307,781	182,266	317,536	9,755
OVERTIME	949	7,413	420	7,737	324
BENEFITS	153,605	154,050	89,817	158,664	4,614
SUPPLIES	899,701	1,083,330	519,323	1,086,480	3,150
MINOR EQUIPMENT	3,323	12,825	7,407	8,900	(3,925)
OTHER SERVICES	313,176	389,313	199,615	403,000	13,687
INFO SYS/INTERGOVT	20,410	43,547	22,118	44,291	744
DEBT SERVICE	61,923	61,923		19,796	
CAPITAL	990,750	620,000	577,958	333,000	(287,000)
<b>TOTAL EXPENSES</b>	<b>\$2,758,618</b>	<b>\$3,140,259</b>	<b>\$1,629,886</b>	<b>\$2,379,404</b>	<b>(\$760,855)</b>
<b>NET REVENUES/ EXPENSES</b>	<b>(\$388,245)</b>	<b>(\$401,918)</b>	<b>(\$233,887)</b>	<b>\$23,136</b>	<b>\$425,054</b>
<b>DEPRECIATION</b>	<b>410,123</b>	<b>460,000</b>		<b>480,000</b>	<b>20,000</b>
<b>NET</b>	<b>(\$798,368)</b>	<b>(\$861,918)</b>	<b>(\$233,887)</b>	<b>(\$456,864)</b>	<b>\$405,054</b>
<b>BEGINNING CASH</b>	<b>1,199,312</b>	<b>931,421</b>	<b>931,421</b>	<b>1,263,121</b>	<b>1,263,121</b>
<b>ENDING CASH</b>	<b>862,589</b>	<b>581,269</b>	<b>485,650</b>	<b>496,934</b>	<b>(84,335)</b>
<b>CAP RESERVES</b>	<b>68,832</b>	<b>408,234</b>	<b>211,885</b>	<b>789,323</b>	<b>381,089</b>

<b>STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Maintenance Superintendent	0.20
Auto Repair Supervisor	1.00
Heavy Equipment Mechanic	4.00
Clerical	0.40
Seasonal/Casual	0.65
<b>Total</b>	<b>6.25</b>

**FUND NUMBER:**

504

**TITLE**

GOVERNMENT BUILDINGS

**ACTIVITY DESCRIPTION:**

Provide building care, maintenance, service, and supplies to City buildings and facilities.

**GOAL:**

Maintain buildings that create a good first impression and that reflect pride in the buildings and the City. Maintain an appropriate level of service for each government facility.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Appearance of the buildings and facilities, timely response for assistance and emergencies, and for employee and public comfort.

Resolution of building operation emergencies within 24 hours 90 percent of the time. On-going preventive maintenance programs to ensure a better appearance and accessibility of buildings for everyone while maintaining a quality environment.

**BUDGET:**

\$977,363

**MAJOR BUDGET CHANGES:**

The budget for Repair and Maintenance supplies and for contracted work has been increased slightly to reflect the needs of aging buildings. No other major changes are included.

Special maintenance projects including remodeling the first floor restroom at City Hall (\$8,200) and power vac cleaning the HVAC ducts at Fire Stations 1 and 2 (\$4,000).

Major Capital includes non-General Fund portion of HVAC design for City Hall (\$2,930) and City Hall Stucco Repair (\$34,867).

Minor Equipment includes 2000 RPM buffer (\$1,620), 18-volt 4-tool combo kit (\$700), 120-volt welder (\$940), aluminum side bin truck tool box (\$320), and miscellaneous (\$1,000).

**MEASUREMENT TECHNIQUE:**

Resource management, building appearance, comfort, and feedback from facility managers.

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## GOVERNMENT BUILDINGS FUND #504

	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	YTD <u>07/31/13</u>	2014 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>					
BUILDING RENTS	981,058	1,039,974	432,685	984,355	(55,619)
GENERAL FUND		1,000	268		(1,000)
MISCELLANEOUS	172,407	5,000	2,475	1,150	1,000
<b>TOTAL REVENUES:</b>	<b>\$1,153,465</b>	<b>\$1,041,124</b>	<b>\$543,408</b>	<b>\$985,505</b>	<b>(\$55,619)</b>
<b>+BEGINNING CASH:</b>	505,980	505,980	505,980	598,245	92,265
<b>TOTAL RESOURCES:</b>	<b>\$1,659,445</b>	<b>\$1,547,104</b>	<b>\$1,049,387</b>	<b>\$1,583,750</b>	<b>\$36,646</b>
<b>EXPENDITURES:</b>					
SALARIES	229,860	235,553	128,450	231,048	(4,505)
OVERTIME	11,118	13,497	9,670	13,468	(29)
BENEFITS	132,236	145,714	73,809	140,622	(5,092)
SUPPLIES	79,797	83,200	49,739	85,280	2,080
MINOR EQUIPMENT	4,832	3,000		4,580	1,580
ERD RENTAL	17,467	26,529	12,978	15,380	(11,149)
OTHER SERVICES	410,507	471,550	176,686	467,272	(4,278)
INFO SERVICES/GOVT E	1,607	21,136		19,713	(1,423)
CAPITAL	144,888	7,441	6,903		(7,441)
<b>TOTAL EXPENDITURES:</b>	<b>\$1,032,312</b>	<b>\$1,007,620</b>	<b>\$468,802</b>	<b>\$977,363</b>	<b>(\$30,257)</b>
<b>+ENDING CASH</b>	627,133	539,484	580,585	606,387	66,903
<b>TOTAL USES:</b>	<b>\$1,659,445</b>	<b>\$1,547,104</b>	<b>\$1,049,387</b>	<b>\$1,583,750</b>	<b>\$36,646</b>

STAFFING	
Position	Full-Time Equivalent
Maintenance Supervisor	1.00
Maintenance Worker	1.00
Custodian	3.00
Seasonal Casual	0.99
Administration	0.20
Clerical	0.15
<b>Total</b>	<b>6.34</b>

**FUND NUMBER**

507

**TITLE****INFORMATION SYSTEMS****Activity Description:**

Provide a stable and productive computing environment throughout the citywide network, including Whitcom, by maintaining and securing the network infrastructure, protecting City data, supplying functional workstations and software, and providing user and software vendor support as requested.

**Goal:**

To provide a stable and secure citywide network that facilitates enhanced communication and workflow to enhance the efficiency of the City staff.

**Performance Measure/Budgeted Service Level**

Maintain, monitor, and secure the local and wide area network to ensure reliable connectivity for the 54 separate City sites and Whitcom for both internal and external network services. Maintain and provide hardware and software upgrades for the City's and Whitcom's 80 servers. Maintain and provide hardware and software upgrades for the 323 user network devices (PC's, laptops, and smart phones). Manage network and email access for the 330 City and Whitcom employees with computer access. Provide computer and application support for all City employees and software vendor personnel.

**REVENUES:** \$604,934

User departments and funds are charged for network services and equipment maintenance and replacement.

**EXPENDITURES:** \$604,734 Total

Equipment: \$ 85,000  
Operating requirements: \$519,734

**MAJOR BUDGET CHANGES:**

The machine and equipment budgets increased for 2014 (\$15000) primarily due to the 2012 budget reductions that put us behind in PC replacements. Coupled with the impending retirement of Windows XP, which about 1/3 of our PCs still use, will require an accelerated replacement schedule in the first half of 2014.

The professional services category, primarily software costs, increased for a number of factors. Our transition to a virtual server environment, while saving costs on hardware and energy usage, required changes in the software that we used to do backups, disaster recovery, anti-virus, and patch management. Additionally, regulatory and insurance company requirements required software upgrades for patch management, firewall intrusion detection and application monitoring, and remote device (laptops and smart phones) management and security.

Capital item costs consist primarily of replacement costs of existing infrastructure with the exception of a new data link to the airport (\$7,500). Our current SPAM filter is no longer supported and needs to be replaced.(\$7,500) The backup wireless connections to South Fire and Pioneer are 7 years old and don't have the technology to function correctly on our network.(\$5,000). We currently have 85 network switches across the City, and one or more of them will fail or have to be upgraded for increased capacity or functionality.(\$15,000). PC upgrades will have to occur at an accelerated rate in 2014 as previously discussed. (\$50,000)

**MEASUREMENT TECHNIQUE:**

Satisfaction of network, workstation, and application performance from user departments.

**FUND NUMBER**

507

**TITLE**

IS GOVERNMENT ACCESS

**ACTIVITY DESCRIPTION:**

Broadcast City Council, Hospital Board, and League of Women Voters meetings both live and on a replay schedule. Use the reader board to disseminate public service announcements and notice of local City sponsored events. Broadcast the Washington State Government channel (TVW), and other State productions when they are available.

**GOAL:**

Provide the citizens of Pullman with increased access to governmental information, activities, and meetings.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Broadcast public service information to residents of Pullman on Channel 13. Provide community access to local and state government proceedings.

**EXPENDITURES:** \$8,726

Equipment: \$ 2,000  
Operating requirements: \$ 6,726

**MAJOR BUDGET CHANGES:**

We are hoping that the upcoming franchise agreement with Time Warner Cable will provide some capital monies as it has in the past. There are a number of systems that could use upgrading or replacement; primarily our automated programming switch, sound system and the motorized cameras.

**MEASUREMENT TECHNIQUE:**

Input received from community

# **INFORMATION SYSTEMS FUND (507)**

	<b><u>2012</u></b> <b><u>ACTUAL</u></b>	<b><u>2013</u></b> <b><u>BUDGET</u></b>	<b><u>YTD</u></b> <b><u>7/31/2013</u></b>	<b><u>2014</u></b> <b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b><u>REVENUES:</u></b>					
GENERAL FUND TRANSFER	5,100	4,159	4,159	3,926	(233)
MISCELLANEOUS	7,644	100	92	200	100
NETWORK & SERVICE FEES	403,796	561,669	284,577	600,808	39,139
<b>TOTAL REVENUES:</b>	<b>416,540</b>	<b>\$565,928</b>	<b>\$288,828</b>	<b>\$604,934</b>	<b>\$39,006</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES	129,862	221,500	117,698	220,576	(924)
OVERTIME					
BENEFITS	53,980	95,200	46,948	95,723	523
SUPPLIES	1,518	1,500	6,754	1,500	
MINOR CAPITAL	15,767	22,000	9,988	22,000	
OTH SERVICES	146,454	165,517	102,135	191,083	25,566
EQUIP RENTAL	9,561	8,209	4,708	3,772	(4,437)
BLDG RENTAL	6,752	6,602	2,998	9,880	3,278
INTGOVT/OTHER	5,015	4,159	2,080	3,926	(233)
EQUIPMENT	39,893	50,000	22,848	65,000	15,000
<b>TOTAL EXPENDITURES:</b>	<b>\$408,802</b>	<b>\$574,687</b>	<b>\$316,156</b>	<b>\$613,460</b>	<b>\$38,773</b>
<b>NET REVENUES/EXPENDITURES</b>	<b>\$7,738</b>	<b>(\$8,759)</b>	<b>(\$27,328)</b>	<b>(\$8,526)</b>	<b>\$233</b>
<b>DEPRECIATION</b>	3,949	10,000		15,000	5,000
<b>NET</b>	<b>\$3,789</b>	<b>(\$18,759)</b>	<b>(\$27,328)</b>	<b>(\$23,526)</b>	<b>(\$4,767)</b>
<b>BEGINNING CASH</b>	304,120	311,858	311,858	317,533	5,675
<b>ENDING CASH</b>	311,858	303,099	284,530	309,007	5,908

<b>STAFFING</b>	
<b>Position</b>	<b>Full-Time Equivalent</b>
Information Services Manager	1.00
Information Services Technician	3.00
<b>Total</b>	<b>4.00</b>

**FUND NUMBER:**

607

**TITLE****LAWSON GARDENS PARK  
ENDOWMENT TRUST FUND****ACTIVITY DESCRIPTION:**

Care and maintenance of Lawson Gardens including annual gardens, perennial gardens, rose garden, xeriscape garden and turf areas.

**GOAL:**

Propagate the plant material to plant and maintain all the gardens in a quality manner. Manage resources so the fund is used effectively. Interest earnings not expended during the year accrued are carried over as revenue for subsequent budget years.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Turf is mowed and trimmed on a seasonal, weekly basis.

Annuals are planted as soon as weather permits.

All flower beds are maintained properly and to a high standard.

**BUDGET:**

\$147,412

**MAJOR BUDGET CHANGES:**

Salary and benefit decrease reflects transfer of hours from Lawson Gardens back into Parks for winter snow removal coverage. This split is just reinstating the traditional man hour allotment.

ERD rate adjustment.

**MEASUREMENT TECHNIQUE:**

Appearance of Lawson Gardens; health and vigor of plant material and resource management.

**LAWSON GARDENS PARK ENDOWMENT TRUST FUND #607**  
(Category 3 Only)

	<b>2012</b>	<b>2013</b>	<b>YTD</b>	<b>2014</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>07/31/13</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b><u>REVENUES:</u></b>					
DONATIONS					
INVESTMENT INCOME	68,646	71,500	22,475	67,500	(4,000)
OTHER	1,961	3,000	1,500	3,000	
<b>TOTAL REVENUES:</b>	70,607	<b>\$74,500</b>	<b>\$23,975</b>	<b>\$70,500</b>	<b>(\$4,000)</b>
<b>+BEGINNING CASH:</b>	183,439	183,439	183,439	154,798	(28,641)
<b>TOTAL RESOURCES:</b>	<b>\$254,046</b>	<b>\$257,939</b>	<b>\$207,414</b>	<b>\$225,298</b>	<b>(\$32,641)</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES	52,047	60,840	33,830	57,882	(2,958)
OVERTIME	1,177	1,100	468	1,100	
BENEFITS	31,060	35,586	13,866	24,522	(11,064)
SUPPLIES	8,760	13,500	7,887	13,500	
MINOR CAPITAL			2,525		
OTHER SVCS	8,684	9,000	1,417	9,350	350
INTERFUND	319	842	277	1,628	786
CAPITAL		39,430		39,430	
<b>TOTAL EXPENDS:</b>	102,048	<b>\$160,298</b>	<b>\$57,746</b>	<b>\$147,412</b>	<b>(\$12,886)</b>
<b>+ENDING CASH</b>	140,260	97,641	149,668	77,886	(19,755)
<b>TOTAL USES:</b>	<b>\$242,308</b>	<b>\$257,939</b>	<b>\$207,414</b>	<b>\$225,298</b>	<b>(\$32,641)</b>

**FUND NUMBER****TITLE**

610

**CEMETERY ENDOWMENT CARE FUND****PURPOSE:**

This fund was established in 1965 to provide a corpus whose earnings are to be used for the ongoing maintenance and improvements of the City operated cemeteries.

**REVENUES:**

Revenues are generated from a portion of the cemetery grave sales. 30 percent of grave sales are placed in the Cemetery Care Fund. These revenues are to build principal, which cannot be spent. The income from the investments may be used for the care, upkeep, maintenance, and improvement of the cemetery.

**EXPENDITURES:** \$450

Interest earnings are being transferred to the Cemetery Expansion Fund for future projects.



# CEMETERY CARE FUND #610

	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	YTD <u>07/31/13</u>	2014 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
FEEs	4,373	2,000	2,120	3,500	1,500
OTHER	474	450	256	450	2,000
<b>TOTAL REVENUES:</b>	4,847	2,450	2,376	3,950	1,500
<b>+BEGINNING CASH:</b>	250,297	254,669	254,669	257,169	2,500
<b>TOTAL RESOURCES:</b>	<b>\$255,143</b>	<b>\$257,119</b>	<b>\$257,045</b>	<b>\$261,119</b>	<b>\$4,000</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES					
BENEFITS					
SUPPLIES					
OTHER SERVICES					
LAND PURCHASE					
INTERGOVERNMENT	474	550		450	(100)
IMPROVEMENTS					
<b>TOTAL EXPENDS:</b>	474	550		450	(100)
<b>+ENDING CASH</b>	254,669	256,569	257,045	260,669	4,100
<b>TOTAL USES:</b>	<b>\$255,143</b>	<b>\$257,119</b>	<b>\$257,045</b>	<b>\$261,119</b>	<b>\$4,000</b>

**FUND NUMBER****TITLE****615****FIREMEN'S PENSION FUND****PURPOSE:**

This fund is a trust fund created to supplement pension and benefit payments to two firefighters who were employed before the present LEOFF Retirement Plan was instituted statewide.

**REVENUES: \$29,178**

Revenues come from a state distributed tax on fire insurance premiums plus investment income.

**EXPENDITURES: \$60,0000**

An actuarial study of this fund conducted as of January 1, 2002, indicated there were adequate reserves to cover potential future pension demands. The actuary also recommended that outlays for non-pension purposes should not exceed \$203,000 per year. Since 2002 the economy has suffered and the medical insurance markets have experienced dramatic increases, so prior to 2005 the fund had been drawing down reserves. To maintain a reserve to insure against potential future firemen pension exposures, the medical expenses including insurance premiums of all retired LEOFF I firefighters and items not covered by insurance for Active LEOFF I is budgeted in this Fund. Reserves should equal \$231,419 by year-end 2014.

# FIREMEN'S PENSION FUND #615

	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	YTD <u>07/31/13</u>	2014 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
FIRE INSURANCE					
PREMIUM TAX	26,125	26,753	28,948	28,948	2,195
INVESTMENTS	268	230	143	230	
<b>TOTAL REVENUES:</b>	26,393	<b>\$26,983</b>	<b>\$29,091</b>	<b>\$29,178</b>	<b>\$2,195</b>
<b>+BEGINNING CASH:</b>	287,422	283,048	283,048	262,241	(20,807)
<b>TOTAL RESOURCES:</b>	<b>\$313,815</b>	<b>\$310,031</b>	<b>\$312,139</b>	<b>\$291,419</b>	<b>(\$18,612)</b>
<b><u>EXPENDITURES:</u></b>					
BENEFITS	30,767	60,000	33,850	60,000	
PROF. SERVICES					
<b>TOTAL EXPENDITURE</b>	<b>\$30,767</b>	<b>\$60,000</b>	<b>\$33,850</b>	<b>\$60,000</b>	
<b>+ENDING CASH</b>	283,048	250,031	278,288	231,419	(18,612)
<b>TOTAL USES:</b>	<b>\$313,815</b>	<b>\$310,031</b>	<b>\$312,139</b>	<b>\$291,419</b>	<b>(\$18,612)</b>

**FUND NUMBER****651****TITLE****AIRPORT AGENCY****PURPOSE :**

The city of Pullman is responsible for the maintenance of budgetary, revenue and expenditure accounts for the Pullman-Moscow Airport. The city must now also prepare and submit an Annual Financial Report on the airport's financial condition to the State Auditor. The Airport Board adopted this proposed budget on August 28, 2013. The Pullman City Council and the Moscow City Council must also approve this budget.

**REVENUES :**

The Airport expects to receive \$641,314 in operating revenues and \$1,891,210 in FAA Airport Improvement Program Grants and Passenger Facility Charge collections.

**EXPENDITURES :**

The Airport Board approved a total 2013 budget of \$2,664,158 which consists of \$564,158 in operational expenditures, \$2,100,000 in capital expenditures for an Environmental Assessment and Geographical Information System, and other miscellaneous improvements including those required by security regulations. \$800,000 in depreciation will be up for approval at the Airport Board October 30, 2013 meeting.

# AIRPORT AGENCY FUND #651

	2012 <u>ACTUAL</u>	AMENDED 2013 <u>BUDGET</u>	YTD <u>07/31/13</u>	2014 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>					
<b><u>GRANTS:</u></b>					
FAA, OTHER	3,568,664	2,052,500	527,550	1,720,000	(332,500)
STATE OF WASHINGTON	31,584	38,000		90,000	52,000
STATE OF IDAHO					
PULLMAN	32,013	32,013	32,013	32,013	
MOSCOW	32,013	32,013	32,013	32,013	
PORT OF WHITMAN	20,750	20,750	20,750	20,750	
LATAH COUNTY	15,500	15,500	15,500	17,000	1,500
WSU	18,935	18,935	18,935	18,935	
U OF IDAHO		10,000		11,000	1,000
SERVICE FEES	76,736	211,941	90,133	186,941	(25,000)
PFC	151,533	153,650	79,976	171,210	
RENTS	120,340	77,662	29,373	72,662	(5,000)
PARKING, CONCESSIONS, MISC	196,294	148,820	118,586	160,000	11,180
<b>TOTAL REVENUES:</b>	<b>\$4,264,363</b>	<b>\$2,811,784</b>	<b>\$964,829</b>	<b>\$2,532,524</b>	<b>(\$279,260)</b>
LINE OF CREDIT	165,000			221,850	
PFC RESERVE	22,233				
<b>TOTAL REVENUES</b>	<b>\$4,451,596</b>	<b>\$2,939,254</b>	<b>\$1,092,299</b>	<b>\$2,754,374</b>	<b>(\$184,880)</b>
<b><u>EXPENDITURES:</u></b>					
SALARIES	165,007	183,424	105,377	187,091	3,667
OVERTIME					
BENEFITS	85,485	96,065	49,237	98,680	2,615
SUPPLIES	29,088	36,638	17,714	36,538	(100)
MINOR EQUIPMT	1,599	4,000	1,858	4,500	500
OTHER SERVICES	208,817	192,049	119,011	199,349	7,300
INTGOV'T	35,310	50,131	23,874	38,000	(12,131)
CAPITAL	3,742,830	2,306,500	610,939	2,100,000	(206,500)
<b>TOTAL EXPENDITURES:</b>	<b>\$4,977,975</b>	<b>\$3,618,807</b>	<b>\$928,008</b>	<b>\$2,664,158</b>	<b>(\$954,649)</b>
<b>NET REVENUES/ EXPENDITURES</b>	<b>(\$526,380)</b>	<b>(\$679,553)</b>	<b>\$164,291</b>	<b>\$90,216</b>	<b>\$769,769</b>
DEPRECIATION	709,838	750,000		800,000	50,000
<b>NET</b>	<b>(\$1,236,218)</b>	<b>(\$1,429,553)</b>	<b>\$164,291</b>	<b>(\$709,784)</b>	<b>719,769</b>
<b>+BEGINNING CASH:</b>	<b>127,470</b>	<b>127,470</b>	<b>127,470</b>	<b>129,429</b>	<b>1,959</b>
<b>ENDING CASH</b>	<b>123,542</b>	<b>70,447</b>	<b>164,291</b>	<b>219,645</b>	<b>149,198</b>
<b>LINE OF CREDIT</b>	<b>140,000</b>				
<b>PFC RESERVE</b>	<b>(102,440)</b>				

**2014 MONTHLY SALARY SCHEDULE  
PROPOSED FOR IMPLEMENTATION JANUARY 1, 2014  
As Of 1/1/2014**

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<b><u>ADMINISTRATION, FINANCE &amp; CLERICAL</u></b>					
CITY SUPERVISOR	7,992	8,385	8,811	9,255	9,718
CITY ATTORNEY	6,112	6,418	6,738	7,098	7,424
FINANCE DIRECTOR	6,112	6,418	6,738	7,098	7,424
HUMAN RESOURCES MANAGER	5,039	5,288	5,551	5,829	6,112
INFORMATION SYSTEMS MANAGER	5,039	5,288	5,551	5,829	6,112
ACCOUNTING MANAGER	4,252	4,461	4,682	4,916	5,157
ACCOUNTANT	3,769	3,955	4,151	4,357	4,577
INFORMATION SYSTEMS TECHNICIAN	3,427	3,597	3,769	3,955	4,151
DEPUTY CITY CLERK	3,347	3,512	3,684	3,861	4,054
EXECUTIVE ASSISTANT	3,347	3,512	3,684	3,861	4,054
ACCOUNTING SPECIALIST	2,831	2,968	3,112	3,266	3,427
ADMINISTRATIVE CLERK	2,517	2,635	2,769	2,895	3,041
<b><u>POLICE &amp; SUPPORT SERVICE</u></b>					
CHIEF OF POLICE	6,638	6,974	7,331	7,695	8,090
POLICE OPERATIONS COMMANDER	6,075	6,377	6,702	7,040	7,400
POLICE SERGEANT	6,948	7,122	7,299		
POLICE OFFICER	4,825	5,162	5,626	6,161	6,530
POLICE OFFICER TRAINEE	4,483	4,593			
SUPPORT SERVICES MANAGER	4,151	5,357	4,577	4,796	5,039
INFORMATION SYSTEMS SPECIALIST	3,990	4,192	4,405	4,629	4,868
POLICE ADMINISTRATIVE ASSISTANT	3,347	3,512	3,684	3,861	4,054
RECORDS SPECIALIST II	2,970	3,119	3,276	3,442	3,618
PROPERTY AND EVIDENCE SPECIALIST	2,970	3,119	3,276	3,442	3,618
CODE ENFORCEMENT OFFICER II	2,970	3,119	3,276	3,442	3,618
CODE ENFORCEMENT OFFICER I	2,822	2,970	3,119	3,275	3,443
RECORDS SPECIALIST I	2,822	2,970	3,119	3,275	3,443
<b><u>FIRE SERVICE</u></b>					
FIRE CHIEF	6,112	6,418	6,738	7,098	7,424
FIRE OPERATIONS OFFICER	5,417	5,681	5,966	6,262	6,577
FIRE TRAINING OFFICER	5,253	5,529	5,811	6,117	6,426
FIRE CAPTAIN	5,003	5,267	5,549	5,831	6,124
FIRE PREVENTION OFFICER					6,095
LIEUTENANT	4,752	4,995	5,253	5,529	5,811
FIREFIGHTER	4,422	4,646	4,880	5,135	5,402
ADMINISTRATIVE SPECIALIST	2,968	3,112	3,266	3,427	3,597
<b><u>LIBRARY</u></b>					
LIBRARY SERVICES DIRECTOR	5,039	5,288	5,551	5,829	6,112
LIBRARY DIVISION MANAGER	3,774	3,960	4,158	4,364	4,583
LIBRARY ADMIN ASSISTANT	3,347	3,512	3,684	3,861	4,054
LIBRARY SUPERVISOR	3,116	3,270	3,431	3,602	3,774
LIBRARY TECHNICIAN	2,835	2,972	3,116	3,270	3,431
LIBRARY ASSISTANT	2,638	2,773	2,899	3,044	3,194

**2014 MONTHLY SALARY SCHEDULE  
PROPOSED FOR IMPLEMENTATION JANUARY 1, 2014  
As Of 1/1/2014**

<b><u>CLASSIFICATION TITLE</u></b>	<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>	<b><u>STEP 4</u></b>	<b><u>STEP 5</u></b>
<b><u>PUBLIC WORKS</u></b>					
PUBLIC WORKS DIRECTOR	6,904	7,250	7,607	7,992	8,385
DEPUTY PUBLIC WORKS DIRECTOR	5,417	5,681	5,966	6,262	6,577
MAINT & OP SUPERINTENDENT	5,039	5,288	5,551	5,829	6,112
TRANSIT MANAGER	4,461	4,682	4,916	5,157	5,417
WASTE WATER PLANT SUPERVISOR	4,461	4,682	4,916	5,157	5,417
CIVIL ENGINEER	4,252	4,461	4,682	4,916	5,157
STORMWATER SERVICES PROGRAM MANAGER	4,151	4,357	4,577	4,796	5,039
AUTOMOTIVE REPAIR SUPERVISOR	4,168	4,376	4,595	4,825	5,065
SENIOR BUILDING INSPECTOR	3,955	4,151	4,357	4,577	4,796
SENIOR ENGINEERING TECHNICIAN	3,955	4,151	4,357	4,577	4,796
WASTE WATER LAB MANAGER	4,006	4,206	4,417	4,637	4,869
ENGINEERING TECHNICIAN	3,769	3,955	4,151	4,357	4,577
BUILDING INSPECTOR	3,769	3,955	4,151	4,357	4,577
MAINTENANCE SUPERVISOR	3,769	3,955	4,151	4,357	4,577
ACCOUNTANT-M&O	3,769	3,955	4,151	4,357	4,577
OPERATIONS SUPERVISOR	3,769	3,955	4,151	4,357	4,577
BLDG. MAINT. SUPERVISOR	3,769	3,955	4,151	4,357	4,577
STORMWATER FIELD TECHNICIAN	3,769	3,955	4,151	4,357	4,577
TRANSIT OPERATIONS SUPERVISOR	3,769	3,955	4,151	4,357	4,577
HEAVY EQUIP MECHANIC	3,550	3,729	3,915	4,112	4,321
TRANSIT TRAINER/SAFETY OFFICER	3,621	3,804	3,993	4,194	4,407
INDUSTRIAL MECHANIC	3,668	3,855	4,051	4,257	4,477
WASTE WATER PLANT OPERATOR	3,668	3,855	4,051	4,257	4,477
INFORMATION SYSTEMS TECHNICIAN	3,431	3,602	3,774	3,960	4,158
INSTRUMENTATION AND CONTROL TECHNICIAN	3,431	3,602	3,774	3,960	4,158
TRANSIT CUSTOMER SERVICE SUPERVISOR	3,427	3,598	3,778	3,967	4,166
PUBLIC WORKS ADMINISTRATIVE ASSISTANT	3,347	3,512	3,684	3,861	4,054
MAINTENANCE WORKER	3,270	3,431	3,602	3,774	3,960
TRANSIT DISPATCHER	3,281	3,445	3,622	3,804	3,996
TRANSIT DRIVER	3,122	3,278	3,447	3,621	3,804
ADMINISTRATIVE SPECIALIST- ENGINEERING	2,968	3,112	3,266	3,427	3,597
ADMINISTRATIVE SPECIALIST- M&O	2,972	3,116	3,270	3,431	3,602
BLDG. MAINTENANCE WORKER	2,968	3,112	3,266	3,427	3,597
APPRENTICE MAINT. WORKER-P.W.	2,835	2,972	3,116	3,270	3,431
WASTE WATER PLANT OPERATOR IN TRAINING	2,835	2,972	3,116	3,270	3,431
TRANSIT CUSTOMER SERVICE REPRESENTATIVE	2,759	2,898	3,047	3,200	3,362
SENIOR BUS WASHER	2,610	2,742	2,878	3,023	3,174
BUS WASHER	2,485	2,611	2,742	2,878	3,023
CUSTODIAN	2,235	2,341	2,454	2,572	2,695
<b><u>PLANNING</u></b>					
PLANNING DIRECTOR	5,966	6,262	6,577	6,904	7,250
ASSISTANT CITY PLANNER	3,769	3,955	5,151	4,357	4,577
<b><u>PUBLIC SERVICES</u></b>					
PARKS SUPERINTENDENT	4,461	4,682	4,916	5,157	5,417
RECREATION SUPERINTENDENT	4,461	4,682	4,916	5,157	5,417
HORTICULTURIST	3,431	3,602	3,774	3,960	4,158
LEAD PARKS MAINTENANCE WORKER	3,431	3,602	3,774	3,960	4,158
RECREATION SUPERVISOR	3,351	3,517	3,690	3,867	4,059
COMMUNITY IMPROVEMENT REP.	3,351	3,517	3,690	3,867	4,059
AQUATICS PROGRAM COORDINATOR	3,351	3,517	3,690	3,867	4,059
PARKS MAINT. WORKER 2	3,270	3,431	3,602	3,774	3,960
PRESCHOOL PROGRAM COORDINATOR	3,270	3,431	3,602	3,774	3,960
SENIOR CITIZEN PROGRAM COORDINATOR	3,270	3,431	3,602	3,774	3,960
ADMINISTRATIVE SPECIALIST	2,968	3,112	3,266	3,427	3,597
PARKS MAINT. WORKER 1	2,835	2,972	3,116	3,270	3,431

**2014 STAFFING ALLOCATION FOR**  
**20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES**

(Note: This list does not include seasonal employees or employees working less than twenty hours per week.)

<b><u>DEPARTMENT</u></b>	<b><u>CLASSIFICATION TITLE</u></b>	<b><u>FULL-TIME</u></b>	<b><u>PART-TIME</u></b>
Legislative	City Councilmember		7
	<b>Total</b>		<b>7</b>
Executive	Mayor		1
	City Supervisor	1	
	<b>Total</b>	<b>1</b>	<b>1</b>
Finance and Records Services	Finance Director	1	
	Accounting Manager	1	
	Accountant	1	
	Accounting Specialist	2	
	Deputy City Clerk	1	
	Executive Assistant	1	
	Administrative Clerk		1
	<b>Total</b>	<b>7</b>	<b>1</b>
Information Technology	Information Systems Manager	1	
	Information Systems Technician	3	
	<b>Total</b>	<b>4</b>	
Legal	City Attorney	1	
	<b>Total</b>	<b>1</b>	
Human Resources	Human Resources Manager	1	
	<b>Total</b>	<b>1</b>	
Police and Support Services	Chief of Police	1	
	Police Operations Commander	1	
	Sergeants	4	
	Detectives	3	
	Support Services Manager	1	
	Information Systems Specialist	1	
	Youth Services Officer	1	
	Patrol Officer	18	
	Police Administrative Assistant	1	
	Records Specialist	6	1
	Property & Evidence Specialist	1	
	Code Enforcement Officer	3	
	<b>Total</b>	<b>41</b>	<b>1</b>



Fire	Fire Chief	1	
	Operations Officer	1	
	Fire Training Officer	1	
	Fire Prevention Officer	1	
	Fire Captain	3	
	Lieutenant	3	
	Firefighter	21	
	Administrative Specialist	1	1
	<b>Total</b>	<b>32</b>	<b>1</b>
Public Works	Public Works Director	1	
	Deputy Public Works Director	1	
	Civil Engineer	1	
	Stormwater Services Program Manager	1	
	Senior Engineering Technician	1	
	Engineering Technician	2	
	Senior Building Inspector	1	
	Building Inspector	2	
	Maintenance & Operations Superintendent	1	
	Maintenance Supervisor	1	
	Operations Supervisor	1	
	Stormwater Services Field Technician	1	
	Maintenance Worker	12	
	WWTP Supervisor	1	
	WWTP Plant Operator	5	
	WWTP Pretreatment/Laboratory Manager	1	
	WWTP Industrial Mechanic	1	
	Instrumentation and Control Specialist	1	
	Automotive Repair Supervisor	1	
	Heavy Equipment Mechanic	4	
	Transit Manager	1	
	Transit Operations Supervisor	1	
	Transit Customer Service Supervisor	1	
	Transit Training/Safety Officer	1	
	Transit Dispatcher	2	1
	Transit Driver	19	13
	Transit Customer Service Representative	1	1
	Senior Bus Washer	1	
	Bus Washer	1	1
	Public Works Admin Asst.	1	
	Accountant	1	
	Administrative Specialist	2	
	Building Maint. Supervisor	1	
	Building Maintenance Worker	1	
	Custodian	3	
	<b>Total</b>	<b>77</b>	<b>16</b>

Public Services	Park Superintendent	1	
	Lead Parks Maintenance Worker	1	
	Park Maintenance Worker	5	
	Horticulturist	1	
	Community Improvement Representative	1	
	Aquatic Coordinator	1	
	Recreation Superintendent	1	
	Recreation Supervisor	1	
	Senior Citizen Coordinator	1	
	Preschool Instructor	1	
	Administrative Specialist	1	1
	<b>Total</b>	<b>15</b>	<b>1</b>
Planning	Planning Director	1	
	Assistant City Planner	1	
	<b>Total</b>	<b>2</b>	
Library	Library Services Director	1	
	Library Division Manager	3 *	
	Library Supervisor	1	1
	Library Administrative Assistant	1	
	Library Technician		3
	Library Assistant	1	2
	<b>Total</b>	<b>7</b>	<b>6</b>
<b>GRAND TOTAL</b>		<b>188</b>	<b>34</b>

\*One Position Reimbursed 50% by Whitman County Library District.

**Insert ERD Rate Tables Here**